



**Oakland County Sheriff's Office
Technology, Information &
Innovation
* CRITICAL ***

KRONOS 'EDIT' VS. 'EDIT WITHOUT RULES'

1/09/2026

Information: The following guidelines will help clarify when to use 'Edit' and when to use 'Edit Without Rules' in Kronos.

Affected Application: Kronos

EDIT WITHOUT RULES (EWR)

- Depending upon division (CSMD, ECO, ROH), 'Edit Without Rules' is used when necessary for moving groups of people into the POSTION FOR PAYROLL.
- EWR may be used when changing a group of people to the EXACT SAME **WORK CODE** with the EXACT SAME **DETAIL CODE**.
- EWR SHOULD NOT be used when the commander is not sure which code to use. The rules provide the hints that should be visible at the bottom of the entry box.
- Using EWR unnecessarily WILL result in additional errors with payroll integration, **as well as proper counting of hires.**

EDIT

- EDIT is used when a WORK CODE is being changed for ONE PERSON. The work code rules can advise when you are using the wrong code and/or if a DETAIL CODE is required.

- For example, the OCDSA and OCCOA can no longer use the WORK CODE 'PLV -Personal Leave Bank.' The new **REQUIRED** code for those groups is 'PLV – Personal Leave Bank BU9-10-15.'
- When the wrong code is chosen for any member of these groups, an error is generated. This error has been bypassed MANY times by commanders improperly using EWR instead of EDIT.

* Required field.

Work Code *

PLV - Personal Leave Bank

Detail Code

From 07:00 Through 15:00 Hours 8

01/07 0 2 4 6 8 10 12 14 16 18 20 22 0 01/08

Account

4030440

Note

Add?

01/07/2026

✗ Person CANNOT use work code PLV at this time. Use PLV91015.

✗ Detail code required

6 Court Services Deputies already off for this day

⚠ If you do not have enough hours accrued for this request you may be subject to discipline for unauthorized use of LEAVE WITHOUT PAY. See Rules and Regulations 139

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- The regular “old” PLV code is STILL needed for other non-uniform personnel, which is why it is still in the list of usable codes.
- Using EDIT when changing ONE person’s work code will reduce errors. There have been recent instances of deputies receiving shift premium overtime codes. This happens when EWR is incorrectly chosen; using EDIT will ensure that the improper entry is not saved.

* Required field.

Work Code *

Overtime Premium Afts - B2

Detail Code

From

14:30

Through

22:30

Hours

8

01/07



Account

437COMMOT-GRN-99900

Note

VACANT

Edit?

☐

01/07/2026

✗ ONLY Dispatchers receive shift premium at this time

✗ Detail code required

⚠ Person not of equivalent Job Title to that of the target

⚠ Person is already working over the target period

[More details](#)

Cancel

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Contact: If you have any questions or concerns, please call, text or email Curtis Childs, Tech Support Specialist, TII Division (childsc@oakgov.com or 248-361-2190).