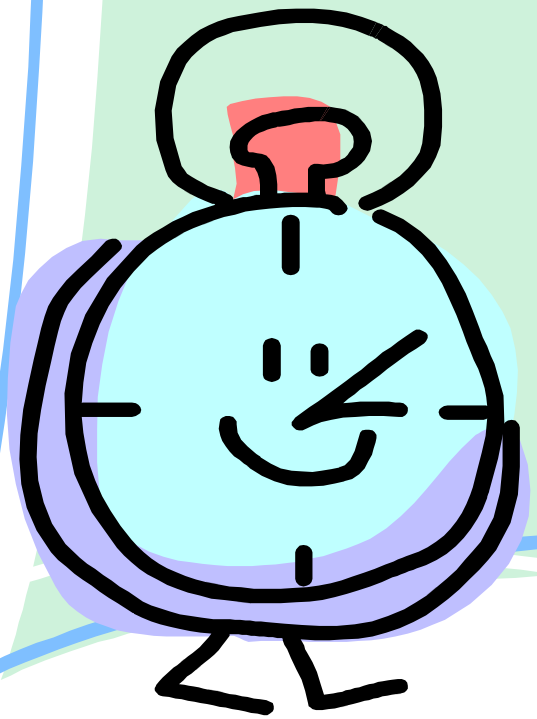
Getting Started with Kronos

A Guide for Non-Facility Employees



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Overview of Kronos iSeries Employee

Kronos iSeries Employee is a tool for recording time worked and leave used. This document provides you with features and most common tasks you will use with the Employee Module.

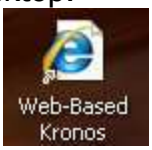
You will be able to enter your time, review, edit, and approve your entries as well as view your current leave balances. Your manager will then be able to review, change, and approve your timecard electronically. Because this is a web-based program, you will be able to access Kronos anywhere there is internet service, even from home.

The options and features available to you depend on what has been selected by your management and system administrator. The display is customized according to your business needs, and attendance policies and your access profiles.
There are multiple ways to enable employees to record their time. Options and actions available on input screens vary based on the employee type. DHHS has made the decision to have the majority of employees enter their hours per day as they are currently on their Excel timesheets.

In some cases, employees may be using Kronos to clock In & Out for their shift. Only for 24-hr operations.

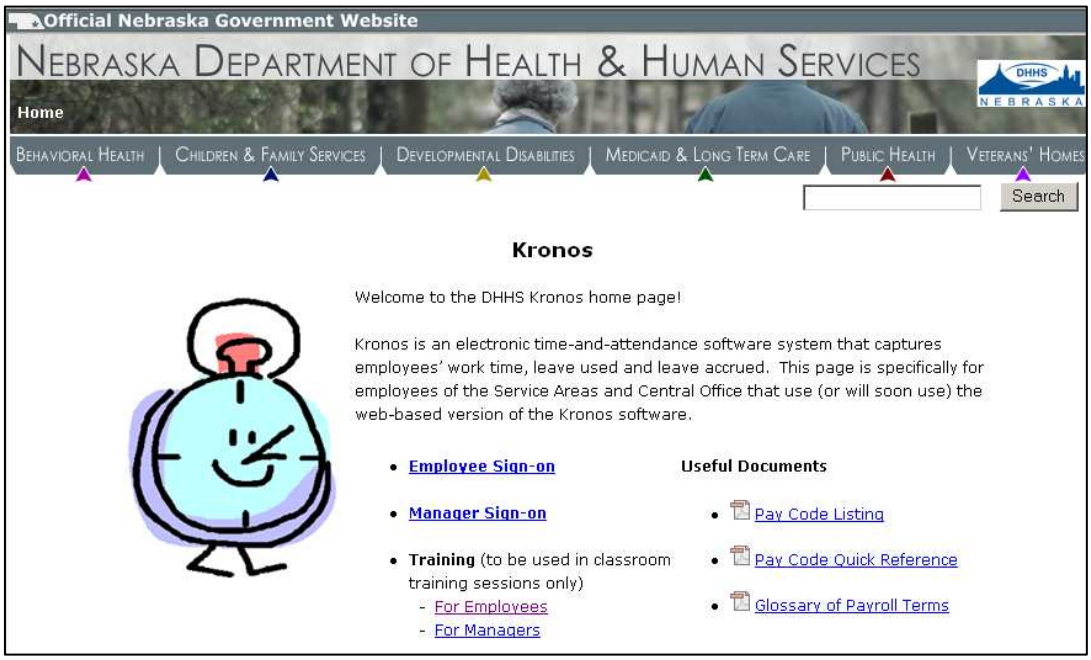
Logging Into Kronos

1. Starting Kronos is as simple as clicking on the Web-Based Kronos icon on your desktop.



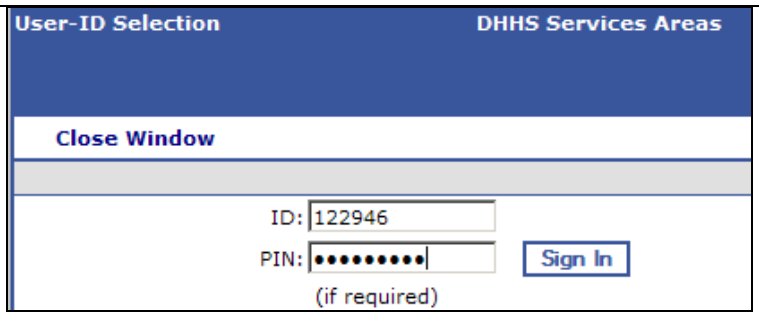
If you are not in your office, you can access Kronos from any computer with internet access by typing the following web address: www.dhhs.ne.gov/kronos

Result: The DHHS Kronos home page will display. The main body of the Kronos home page will give you important messages and tips and tricks. There are also links under the Useful Documents section to the training manual and other reference materials.



2. Select Employee Sign-on

Result: A User ID Selection Screen will display.



3. Type your ID (this will be your Employee ID NIS number – contact HR if you do not know this number).
4. If this is your first time logging on, leave the PIN field blank. Click the Sign In button. The system will tell you that your PIN has expired and you will be prompted to select a new PIN. PINS are 6-10 characters, can be numeric (or) alpha/numeric. Some symbols will work. PINS are case sensitive
5. If this is not your first time logging on, type your PIN.
6. Click **Sign In** (or press Enter on your keyboard).

   Result: The ***Timecard Editor*** screen is displayed.

Time Limit

Once you have signed on, the system monitors your session for activity. If after 30 minutes, Kronos detects no activity, such as saving data or navigating to another program, the system logs you off automatically. After this "time out," the system will return you to the logon screen when you next attempt an operation. You will lose any unsaved data.

Changing Your PIN (password)

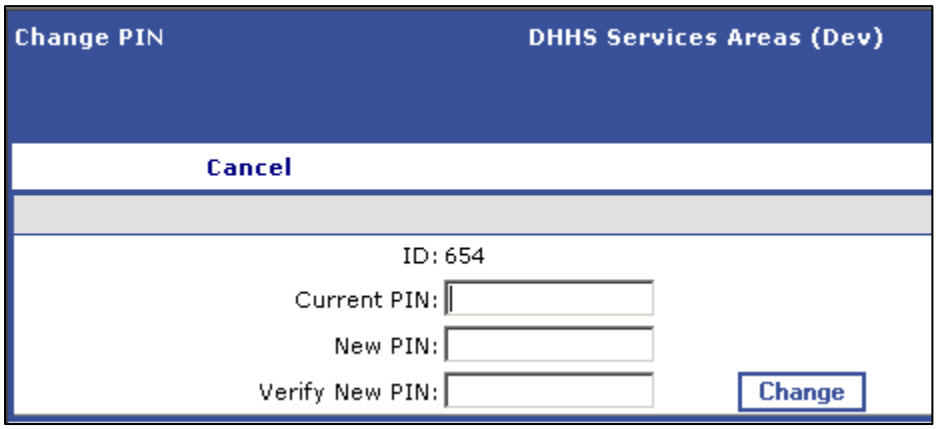
You can change your PIN at any time by clicking the Change PIN link at the top of the Kronos navigation bar.

When the Change PIN dialog box opens, your user ID appears automatically.

Note: For security reasons, the Change PIN box will open automatically when you first log on to Employee. You must select your PIN before using Employee. PINS are 6-10 characters, can be numeric (or) alpha/numeric. Some symbols will work. **Passwords will expire every 90 days which is consistent with NIS. Kronos will give warnings starting 1 week before the PIN expires. If the PIN has expired, Kronos will require you to pick a new PIN. Any time the Change PIN option is selected; this will start a new 90-day time frame.**

To change your PIN:

1. Enter your current PIN.
2. Enter your new PIN in the New PIN field.
3. Confirm your new PIN in the Verify New PIN field.
4. Click **Change**.
   Result: Your New PIN has been set.

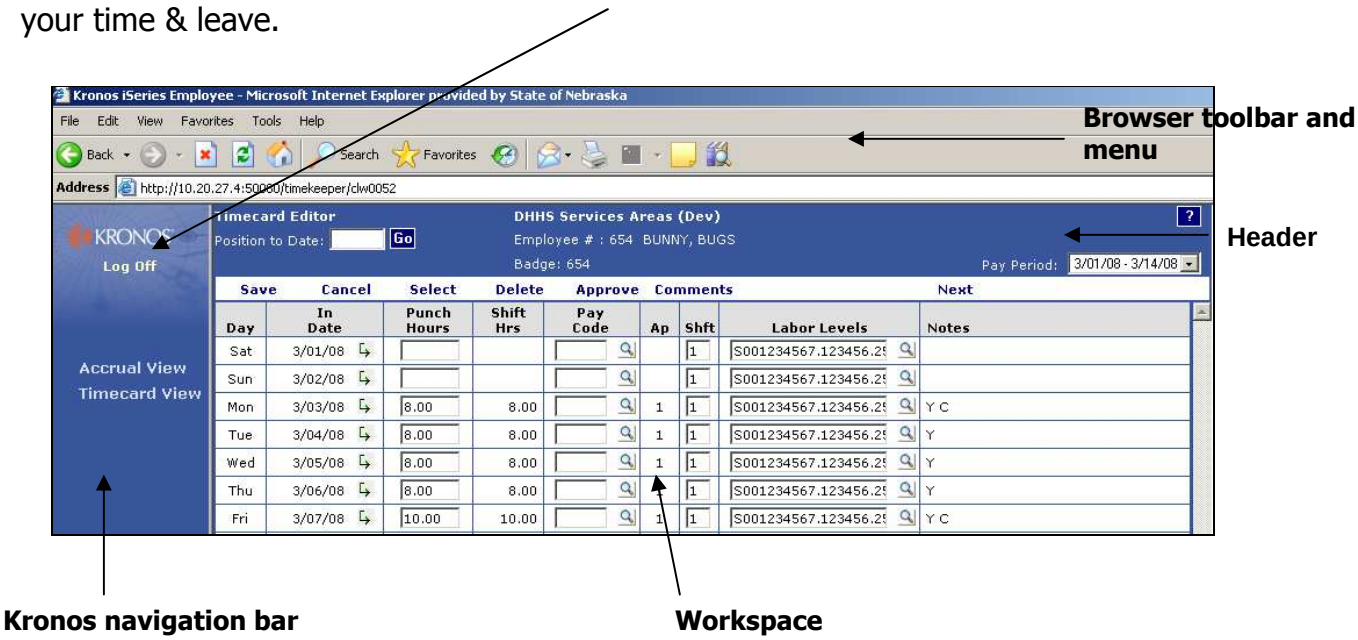


Understanding the Display

The Kronos window consists of three sections.

- Browser toolbar, menu, and address bar - all across the top
- Kronos navigation bar - along the left side
- Workspace - main area in which all tasks are performed

The Kronos navigation bar contains a **LOG OFF** option in addition to other views of your time & leave.



Within the workspace is a header that contains:

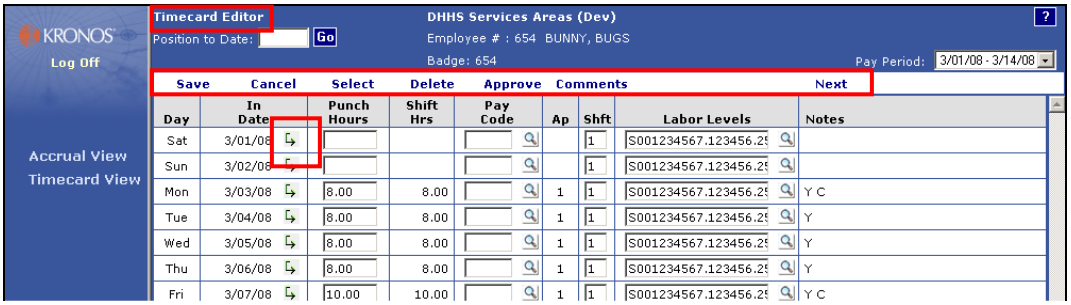
- Name of the component/program that you are currently using
- Your employee name & ID#
- Pay Period
- Link to the online Help
- System messages, such as error messages or approval notices

The workspace also includes such controls as drop-down lists, buttons, and cells for entering information.

Views in Kronos

Timecard Editor View

The *Timecard Editor* View will appear by default upon entering Kronos. The functions available to you will depend on your employee profile.



Save

Saves any changes made.

Cancel

Exits the timecard without saving. **Note:** If you have selected the **Save** option, then selecting **Cancel** will exit the timecard but Save your changes.

The BACK button on the Internet Explorer browser bar should not be used as it will lead to internal server errors. Always use the Cancel button instead of the back button to move back a screen.

Select

Provides options to select all or clear all time records.

Delete

Removes a selected (highlighted) time entry. A delete screen will appear requiring you to select delete again as a confirmation of the action.

Approve

Approves a selected (highlighted) time entry. An approval code will then appear showing the level of approval (0=unapproved; 1=Employee approved; 2=Supervisor/Manager approved; 3=HR approved.

Comments

Shows (or hides) comment lines for all time records. A **"C"** will appear in the Notes column when there are comments.

Options

Create from schedule (not being used). Create from previous could be used if the records for this pay period are exactly the same as a previous pay period.

Next

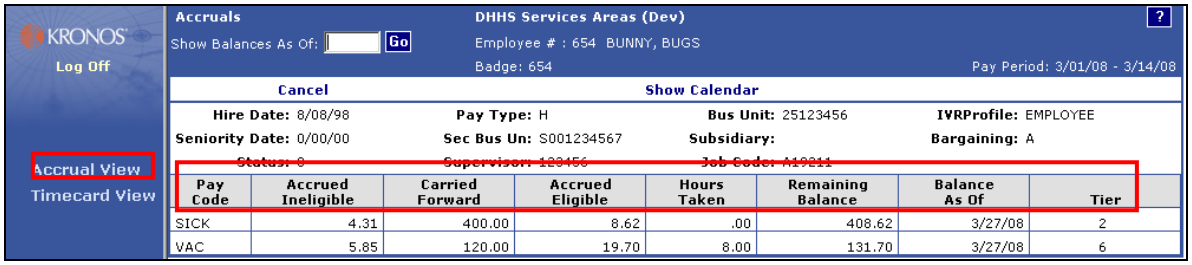
Shows next page of time records when there is more than one page. If there is only one page, Next will not display

Add a New Row for this Line's Date

Click the arrow icon to add another line for a particular day. This allows you to create multiple entries for the same day such as – 2 hours of base pay on 1st line & 6 hours of vacation on 2nd line.

Accrual View

This view displays a screen that shows balances for accruable pay codes. The header will include such information as Hire Date, Supervisor, Job Code, etc.



Pay Code:

Shows the type of leave being accrued.

Accrued Ineligible:

Shows the hours the employee has earned that are not yet available to use. These hours become available in the next pay period per DHHS policy. These are calculated as time is entered in Kronos.

Carried Forward:

Shows the number of hours carried forward after the year-end accrual posting. The year-end accrual posting is done after the last pay date of the year.

Accrued Eligible:

Shows the hours the employee has available to use in this accruing pay code since the year-end accrual posting.

Hours Taken:

Shows the total number of hours that the employee has used since the year-end accrual posting.

Remaining Balance:

Shows the total number of hours in this pay code that the employee has left to use in the current pay period. (Carried Forward + Accrued Eligible - Hours Taken = Remaining Balance.) Comp time balances will not calculate real time. Balance will come from NIS after payroll.

Balance As Of:

Shows the date on which the balances on this detail line are calculated. In other words, the values of the accrual fields on this date were used to calculate the balance that displays on this detail line. This is always going to default to the current date.

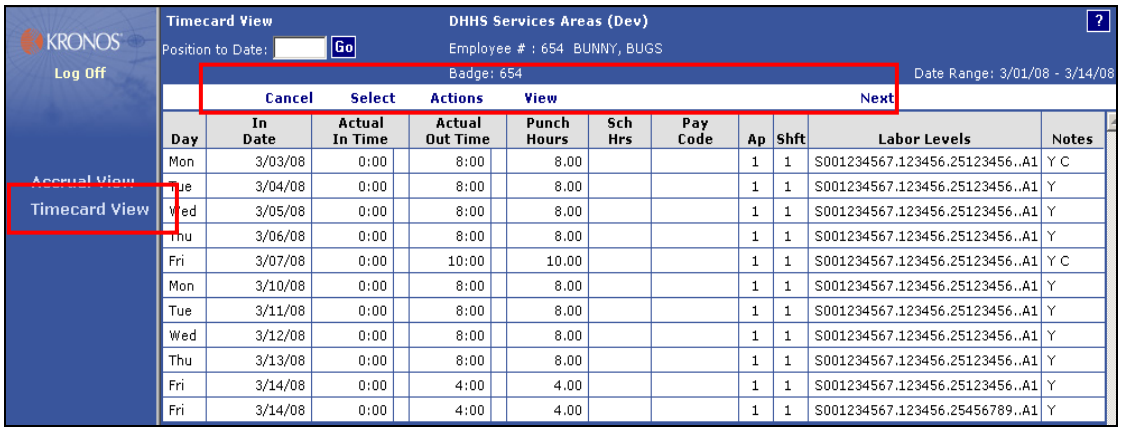
Tier:

Shows the tier the employee is on as of the date shown. The tier is automatically calculated based on your adjusted service date.

Timecard View

This view displays a screen that shows time records for the current pay period. This view also provides an option to view historical and future pay periods. Future pay periods can only be viewed if you have made entries for a future pay period.

This screen will be blank until you have entered some type of time record.



Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shft	Labor Levels	Notes
Mon	3/03/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y C
Tue	3/04/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Wed	3/05/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Thu	3/06/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Fri	3/07/08	0:00	10:00	10.00			1	1	S001234567.123456.25123456..A1	Y C
Mon	3/10/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Tue	3/11/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Wed	3/12/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Thu	3/13/08	0:00	8:00	8.00			1	1	S001234567.123456.25123456..A1	Y
Fri	3/14/08	0:00	4:00	4.00			1	1	S001234567.123456.25123456..A1	Y
Fri	3/14/08	0:00	4:00	4.00			1	1	S001234567.123456.25456789..A1	Y

Cancel:

Takes you back to the *Timecard Editor* view. **NOTE:** The BACK button on the Internet Explorer browser bar should not be used as it will lead to internal server errors. Always use **Cancel** instead of the back button to move back a screen.

Select:

Provides option to select all records for viewing additional information under the Actions Menu. **Note:** Selecting individual rows is completed by single clicking on each row.

Actions:

Provides options to display breakdowns of time records. The breakdown will show the total hours paid under each pay code for the time record(s) selected.

View:

Provides options to Show Rounded Time (for people who clock In & Out only), Shift Hours, Select Date Range for historical pay periods.

Next:

Displays the next page of records if another page exists.

Time Records

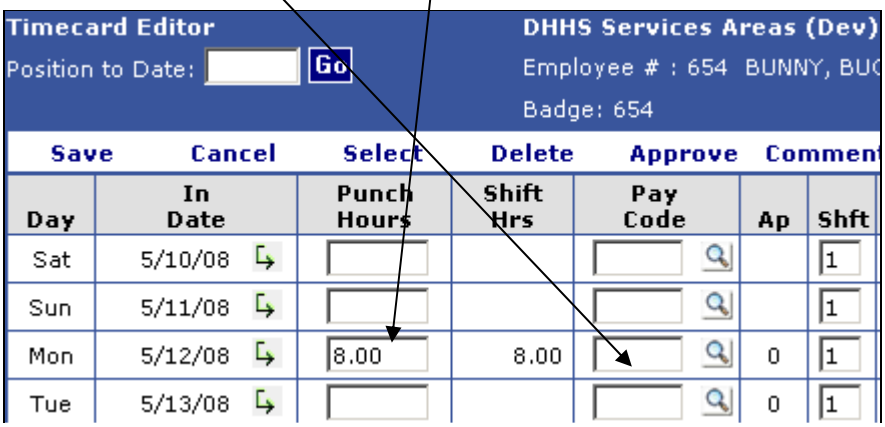
Adding a Time Record for a Single Day of Work

Time worked for each day is entered as time records in Kronos.

NOTE: Most exempt employees will not need to track and enter their total time worked for each day. Instead, they will just need to record 8 hours per day Monday through Friday to show that a 40-hour week was worked. Some exempt employees will have to do specific daily time entry. Human Resources and/or Financial Services will inform exempt employees if they are expected to enter time on a daily basis.

NOTE: **Employees may NOT enter any records for <u>hours worked before the time is actually worked</u>. This is a federal time reporting policy. When time records are entered, they are time stamped.**

1. On the selected date, in the **Punch Hours** Field, enter the number of hours worked. Leave the Pay Code field blank.



NOTE: Employees must enter their total hours worked each day in <u>quarter-hour increments</u> only. For example, if the employee worked 8 hours and 12 minutes, they would round this to 8 hours and 15 minutes which would be 8.25 total hours worked. The employee would then enter 8.25 in the punch hours field. Rounding is done to the closest quarter-hour.

2. Press **Enter** on your keyboard.

Note: Pressing Enter on your keyboard after entering your time record automatically records the hours as regular pay (BAS or EXEMP as the pay code - See example 5/12/08). The BAS or EXEMP codes will not display in the Pay Code field. However, the number of hours will display in the Shift Hrs column.

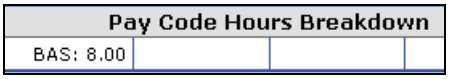
A letter **"Y"** will appear in the Notes column but means nothing to the user.

Note: Pressing **Enter** also acts as a **Save** button.

Result: Total hours for the date will appear in the **Shift Hrs** field.

3. Selecting **Cancel** will exit the ***Timecard*** screen and Save your changes.

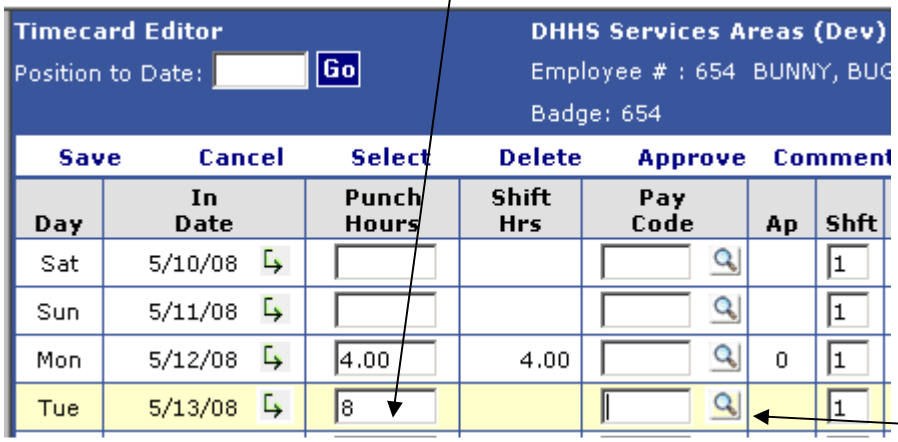
The Pay Code Hours Breakdown will display at the bottom of the screen. You will only see Pay Code Breakdowns in the current pay period.



Adding A Time Record for a Single Day of Leave

Leave taken for each day is entered as time records in Kronos. Exception: holidays will automatically be entered. NOTE: Please see Appendix A for a complete listing of pay codes.

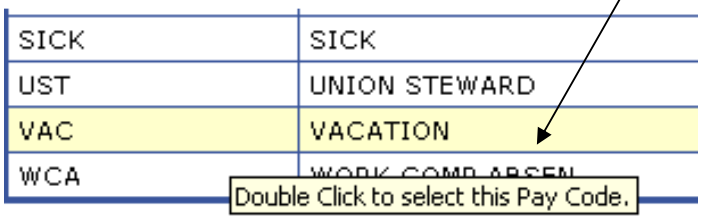
1. On the selected date, in the **Punch Hours** Field, enter the number of hours used. Time records for leave usage may be entered in advance!



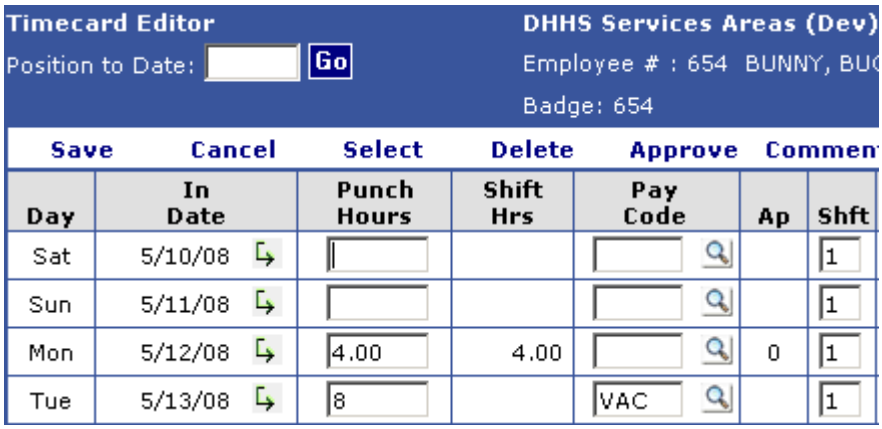
NOTE: Employees (exempt & non-exempt) must report their absences from work in quarter hour increments only. For example, an employee normally starts work at 8 a.m. but didn't come into work until 10:10 a.m. That employee would have to use leave from 8 a.m. until 10:15 a.m. for a total of 2.25 hours of leave used. However, employees may use multiple types of leave in odd amounts to cover their absence. For example, this employee has 0.38 hours of comp time on the books that he wants to use and then wants to use vacation for the rest of the time. He could add a record for 0.38 hours of comp time used and then add a record for 1.87 hours of vacation used. These individual records are not in quarter-hour increments but when added together they are for the appropriate total of 2.25 hours.

2. Select the magnifying glass in the **Pay Code** Field. This will direct you to a list of Pay Code Options. You may also refer to appendix A for a complete listing.

3. Navigate to the applicable Pay Code Option and double-click to select the Pay Code.



Result: The ***Timecard Editor*** View will display with your selected Pay Code in the Pay Code Field.



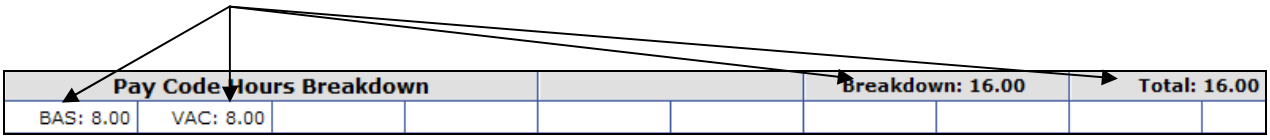
Note: You can also type the designated code such as **VAC** or **SICK** in the Pay Code Field without going to the list. These codes are not case sensitive. You can type them in lower case or upper case.

4. Press **Enter** (or) Select **Save**.

Result: Total hours for the date will appear in the **Shift Hrs** field.

5. Selecting **Cancel** will exit the Timecard View and Save your changes.

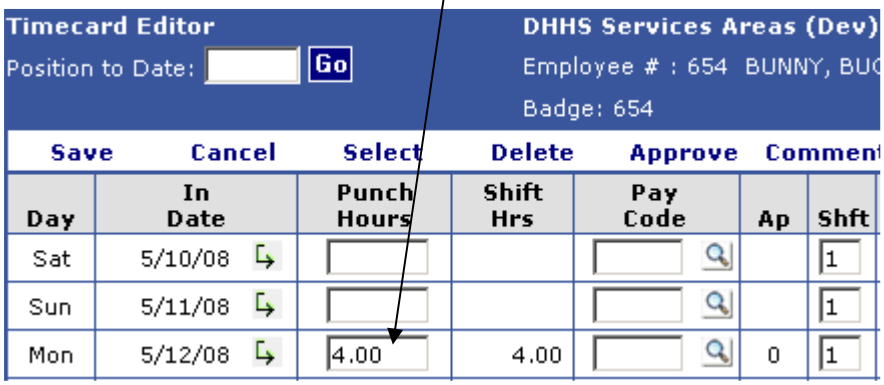
The **Pay Code Hours Breakdown** will display at the bottom of the screen for the current pay period. It will provide a breakdown of the hours used for each pay code along with the total hours in the pay period.



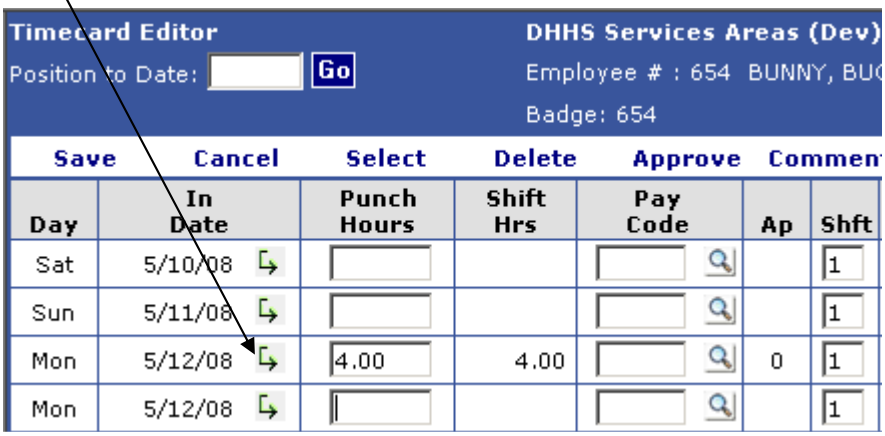
Adding Multiple Time Records for a Date

Sometimes it will be necessary to add multiple time records for a single day – example: 4 hours of work time & 4 hours of vacation pay for the same date.
This will require adding an additional row to enter the next record for the same date.

1. On the selected date, in the **Punch Hours** Field, enter the applicable number of hours worked or number of hours of leave used. For work time, leave the **Pay Code** field blank. For leave time, enter the appropriate leave code in the **Pay Code** box.

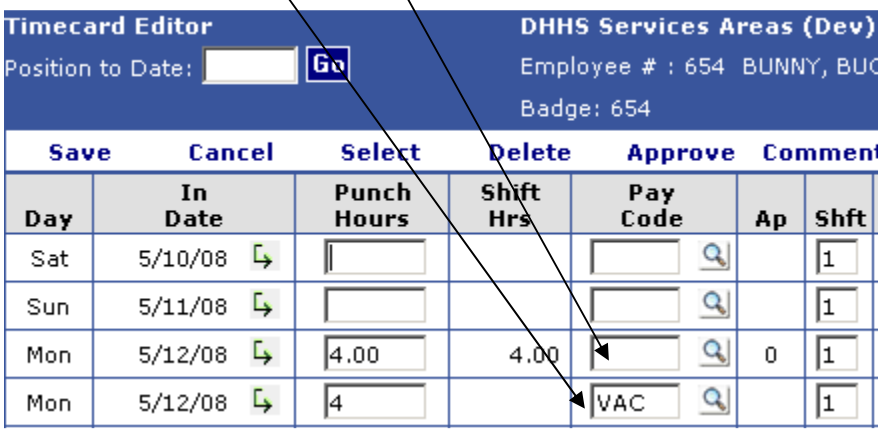


2. To add an additional row for your next time record, select the **Add a New Row** icon.

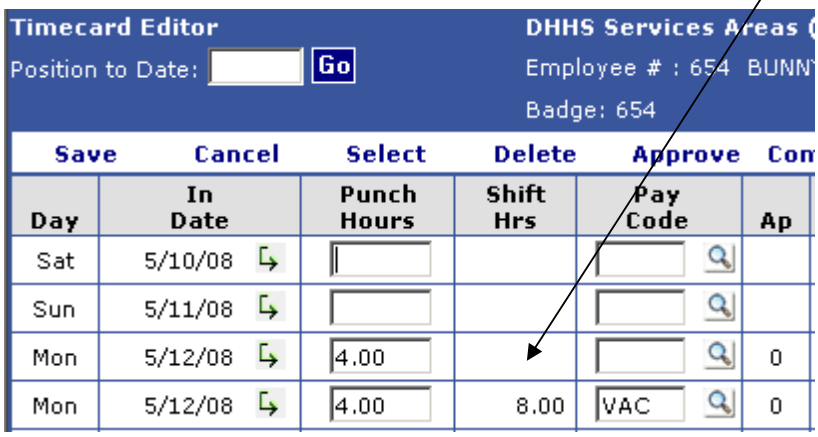


Result: A new row will appear for the designated date.

3. Enter the next applicable **time record**. In the **Punch Hours** Field, enter the applicable number of hours worked or number of hours of leave used. For work time, leave the **Pay Code** field blank. For leave time, enter the appropriate leave code in the **Pay Code** box.

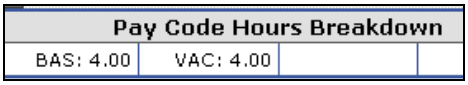


4. Press **Enter** (or) Select **Save**. Total hours for the date will display in the **Shift Hrs** field.



5. Selecting **Cancel** will exit the *Timecard Editor* screen and Save your changes.

The **Pay Code Hours Breakdown** will display at the bottom of the screen for the current pay period.

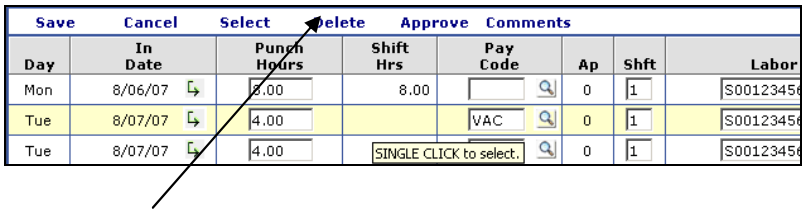


Deleting a Time Record

Occasionally there may be an instance where it is necessary to delete a time record. For example the record is incorrect (you entered 8 hours of work time instead of 8 hours of vacation) or you might have entered a record on Saturday or Sunday by mistake. This is done using the Delete button within Kronos. You cannot use the delete or backspace keys on your keyboard to delete records in Kronos.

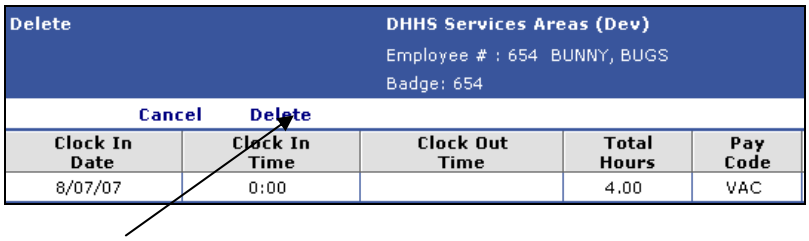
1. On the *Timecard Editor* screen, single click to select the entry you wish to delete. The selected line item will turn yellow in color.

NOTE: When selecting a line, do not click on the green arrow because a new line will appear. Also, do not click in the Pay Code field



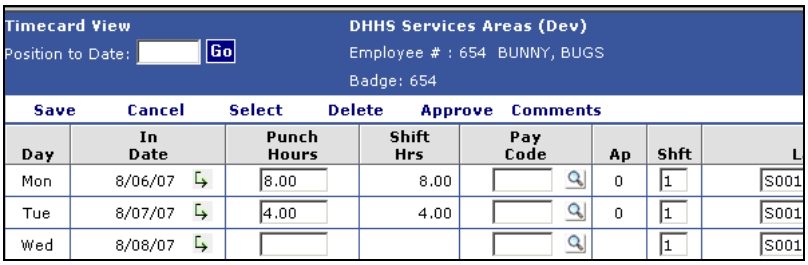
2. Select the **Delete** option.

Result: A *Delete Confirmation* screen will display.



3. Select **Delete** again. Do not click **Cancel** or the record will not actually be deleted.

Result: The *Timecard View* screen will display with the updated records.



4. Select **Save**.

The **Pay Code Hours Breakdown** will display at the bottom of the screen with the updated breakdown for the current pay period.

5. Selecting **Cancel** will exit the *Timecard View* screen and Save your changes.

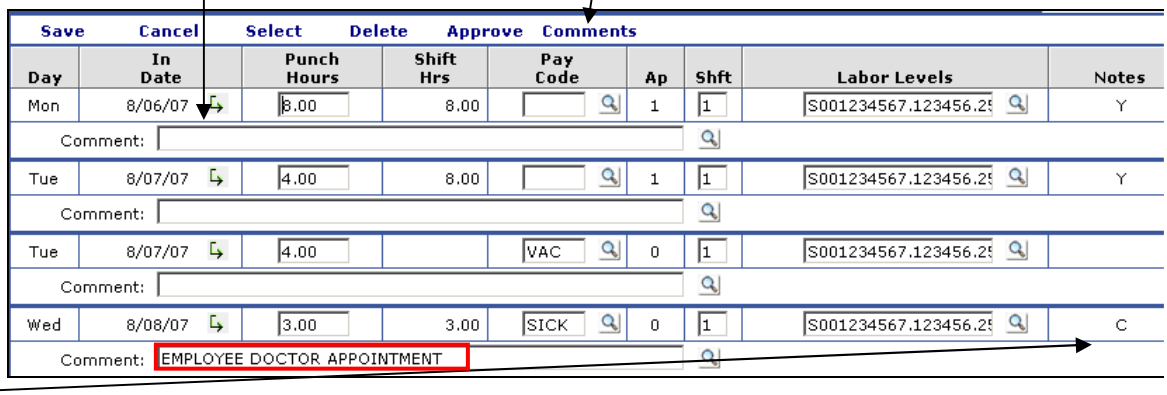
NOTE: Once your supervisor/manager has approved the record, you cannot edit or delete it. Contact your supervisor/manager regarding corrections.

Adding Comments to a Time Record

Occasionally it will be necessary (or) you may want to add a comment to a specific time record. For example; specifying how you want to take your overtime (predetermined list for paid or comp time), or what sick leave was used for – employee doctor, family doctor, child at home sick.

1. In the *Timecard Editor View*, select the **Comments** option. .

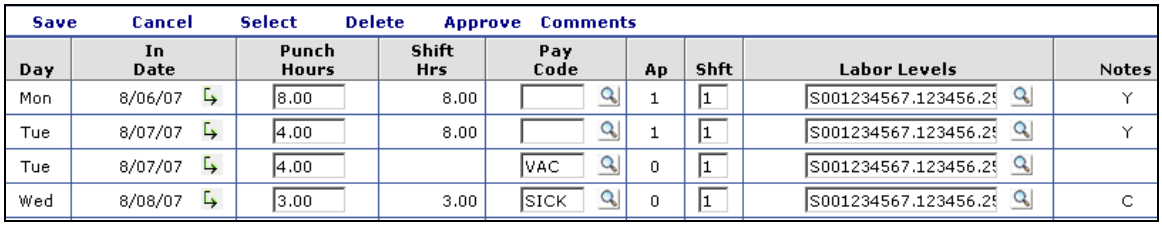
Result: Comments fields will appear. Comment lines will appear below each record allowing you to enter comments on each individual time record



2. Type your comment in the field for the applicable date.

Note: This field will allow up to 40 characters. After you have selected **Save**, a letter **C** will appear in the Notes column indicating there are comments for that date row. Your manager will be able to view the comments.

3. Selecting the **Comments** option again will hide the comments field. Note: clicking cancel will not close the comments; it will exit you out of Kronos.



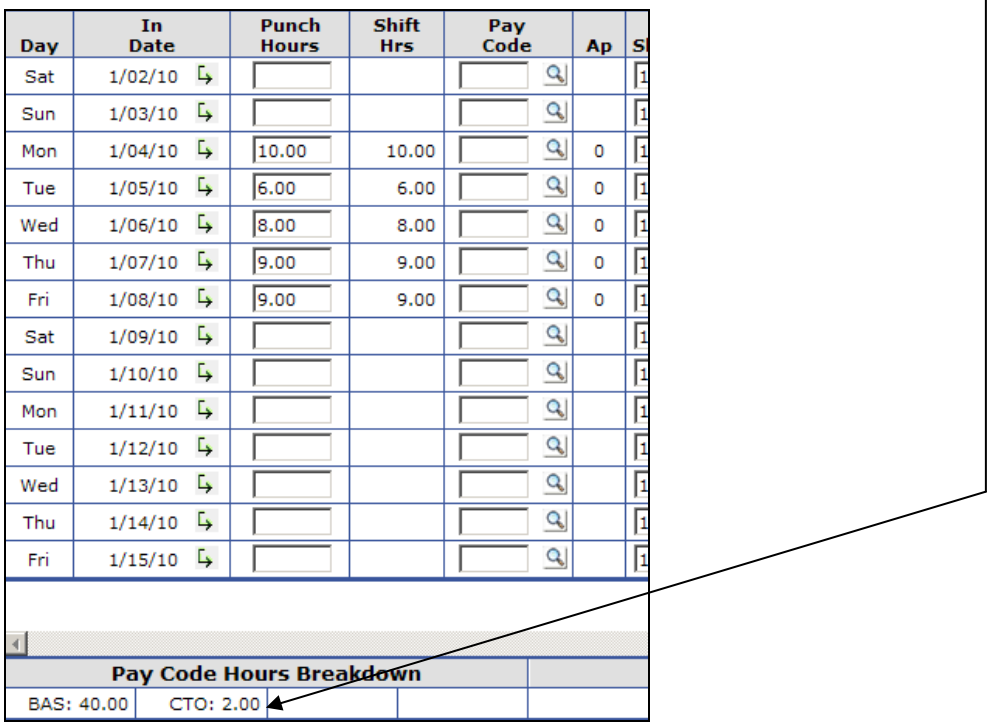
4. Select **Save**

5. Selecting **Cancel** will exit the *Timecard View* and Save your changes.

Recording Overtime in Kronos

Employees that are eligible for overtime must obtain prior supervisory approval to work overtime. If approved, employees must record their work time in Kronos. Kronos will then calculate the overtime hours.

1. On the selected date, in the **Punch Hours** Field, enter the number of hours worked. Leave the **Pay Code** field blank.
2. Repeat this process for each day in the work week. Enter your total number of hours worked exactly as they occurred each day. For example, if you worked 10 hours on Monday, 6 hours on Tuesday, etc, that is exactly what you should report.
3. Once you have recorded more than 40 hours of work in a Saturday through Friday work week, Kronos will automatically record the hours over 40 as CTO (comp time overtime). In the example below, the employee worked 42 hours in the week so 2 hours are now coded to CTO. These hours will be earned at time-and-one-half so a total of 3.5 hours of comp time will be earned.

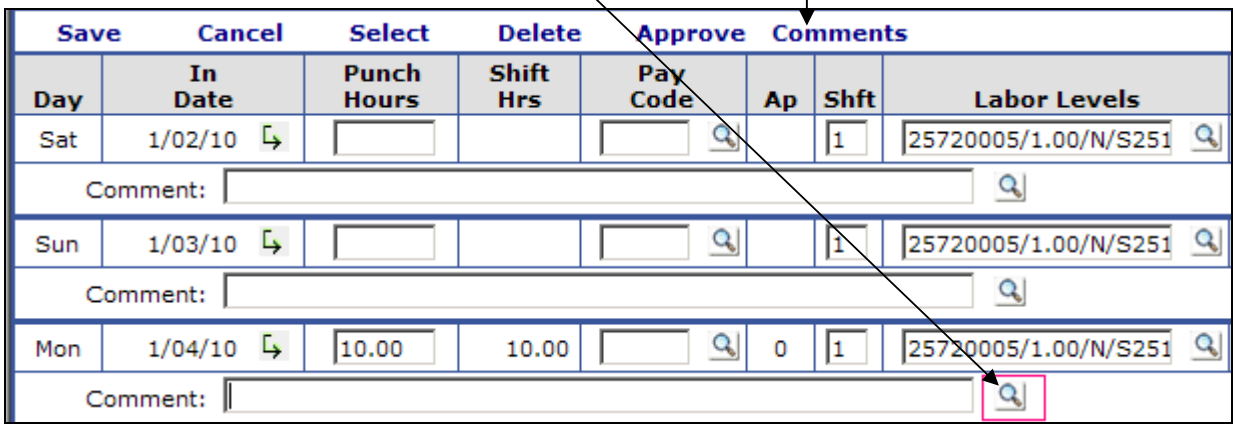


Day	In Date	Punch Hours	Shift Hrs	Pay Code	Ap	Sl
Sat	1/02/10					1
Sun	1/03/10					1
Mon	1/04/10	10.00	10.00		0	1
Tue	1/05/10	6.00	6.00		0	1
Wed	1/06/10	8.00	8.00		0	1
Thu	1/07/10	9.00	9.00		0	1
Fri	1/08/10	9.00	9.00		0	1
Sat	1/09/10					1
Sun	1/10/10					1
Mon	1/11/10					1
Tue	1/12/10					1
Wed	1/13/10					1
Thu	1/14/10					1
Fri	1/15/10					1

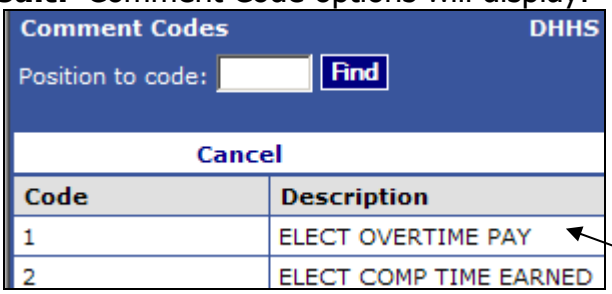
Pay Code Hours Breakdown				
BAS: 40.00	CTO: 2.00			

4. Employees may elect to receive pay for their overtime instead of taking comp time earned. This is done using the **Comments** in Kronos.

5. To receive pay for overtime hours worked, click on the **Comments** button.
6. On one of the time records where overtime was worked, click in the Comments field and then click on the magnifying glass.



Result: Comment Code options will display.



7. Double click on the code 2 option that says ELECT OVERTIME PAY.
8. That comment will now display in the Comment field on your time record.
9. Press **Enter** or click **Save** to save the comment.

   NOTE: The overtime will still display as CTO even though you have elected to be paid for the overtime. Human Resources will change it to paid overtime (OVT) at the time payroll is processed. You will then be paid for these hours at 1.5 times your normal hourly rate of pay.

10. Selecting the **Comments** option again will hide the comments field. Note: clicking cancel will not close the comments; it will exit you out of Kronos.

11. Selecting **Cancel** will exit Kronos and Save your changes.

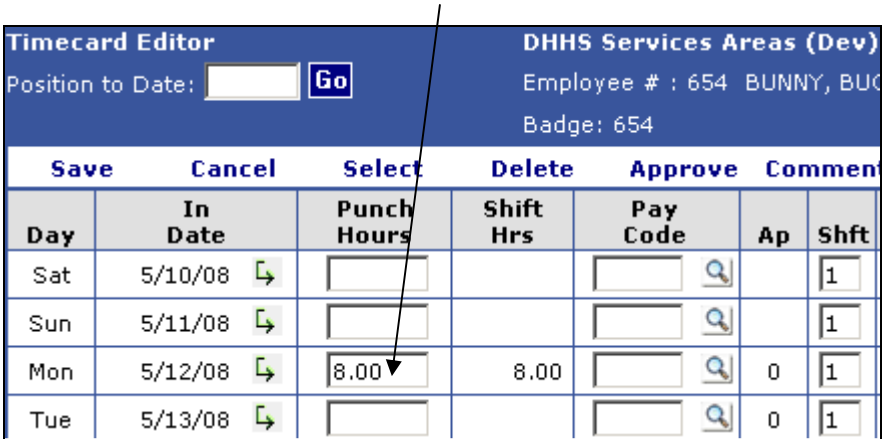
NOTE: Employees should **NEVER** type in CTO or OVT when working overtime.

Coding Time to Certain Grants or Projects

Certain employees working on special projects or with certain grants may need to record which grant/project they are working on in Kronos. Your supervisor will notify you if you will be required to report your hours using this method.

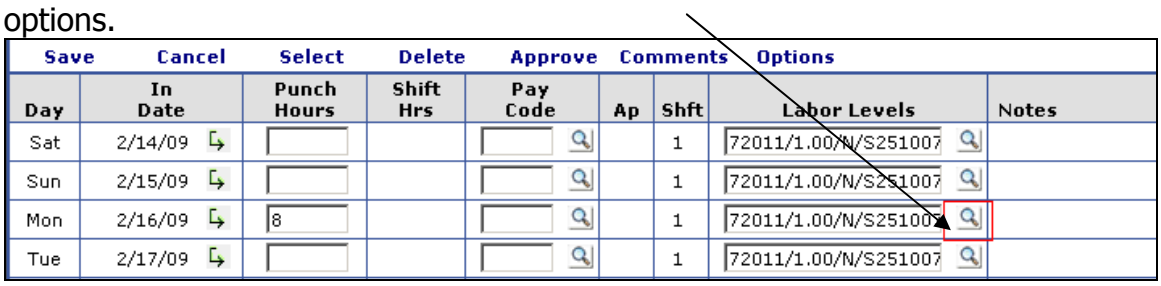
NOTE: Employees should NOT enter any records for hours worked before the time is actually worked.

1. On the selected date, in the **Punch Hours** Field, enter the number of hours worked.



NOTE: Employees must enter their total hours worked each day in quarter-hour increments only. For example, if the employee worked 8 hours and 12 minutes, they would round this to 8 hours and 15 minutes which would be 8.25 total hours worked. The employee would then enter 8.25 in the punch hours field. Rounding is done to the closest quarter-hour.

2. Next to the labor levels, click on the magnifying glass to bring up your labor level options.



3. The **Transfers** window will display. Click on the magnifying glass next to the Bus Unit field to see all possible options to charge your time to.

Save Cancel

Secured Field	Worked Fields	Home Fields
Bus Unit	72011	72011 - Staff Dev - Admin/Misc
FTE	1.00	1.00 - FULL-TIME
Exempt	N	N - NON-EXEMPT, ELIGIBLE FOR OT
Sec Bus Un	S251007201	S251007201 - HR&D DEVELOPMENT/CENTRAL OFF
Supervisor	109221	109221 - WATHEN, PAULETTE J
Job Code	A11123	A11123 - TRAINING SPECIALIST II
Subsidiary		

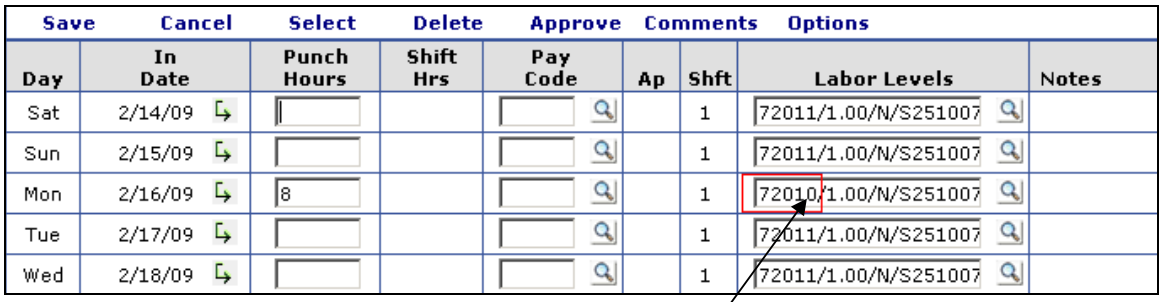
4. Double click on the appropriate 5-digit code to select it.

Cancel

Status	Code	Description
Active	72011	Staff Dev - Admin/Misc
Active	72014	Staff Dev - Aging
Active	72008	Staff Dev - Child Care
Active	72017	Staff Dev - CFS
Active	72004	Staff Dev - CHIP
Active	72013	Staff Dev - DD
Active	72006	Staff Dev - Foster Care
Active	72016	Staff Dev - Human Resources
Active	72009	Staff Dev - LIHEAP
Active	72003	Staff Dev - Medicaid
Active	72015	Staff Dev - NFOCUS
Active	72007	Staff Dev - Social Services
Active	72010	Staff Dev - State
Active	72005	Staff Dev - SNAP
Active	72002	Staff Dev - TANF-EF
Active	72001	Staff Dev - TANF/Families
Active	72012	Staff Dev - Veterans Homes

5. You will now be back at the **Transfers** screen with the code you selected displaying in the Bus Unit field. Press Enter or click Save

6. You will now be back on the *Timecard Editor* screen. The new code you selected will show in your labor levels. Press **Enter** (or) Select **Save** on your keyboard to save this time record.



Save Cancel Select Delete Approve Comments Options

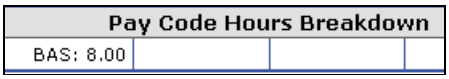
Day	In Date	Punch Hours	Shift Hrs	Pay Code	Ap	Shft	Labor Levels	Notes
Sat	2/14/09					1	72011/1.00/N/S251007	
Sun	2/15/09					1	72011/1.00/N/S251007	
Mon	2/16/09	8				1	72010/1.00/N/S251007	
Tue	2/17/09					1	72011/1.00/N/S251007	
Wed	2/18/09					1	72011/1.00/N/S251007	

Note: If you know the 5-digit code that corresponds to the grant or project you are working on, you may simply click in the labor levels box and type in the appropriate code over the top of the existing code. However, you must make sure you do not change anything after the first backslash (/). Those fields are preset by HR. Attempting to erase or change them will cause errors.

7. If you worked on multiple grants or projects during a single workday, you will need to use the **Add a New Row** icon for additional rows. See pages 15 – 16 for details.

8. Selecting **Cancel** will exit the ***Timecard*** screen and Save your changes.

The Pay Code Hours Breakdown will display at the bottom of the screen.



Pay Code Hours Breakdown			
BAS: 8.00			

Approving a Time Record

After you have entered your time records and verified the records for the applicable pay period, approval will be necessary. Time records can be approved at any time during the pay period (for example: daily or weekly) but must be approved no later than the first business day after the end of the pay period.

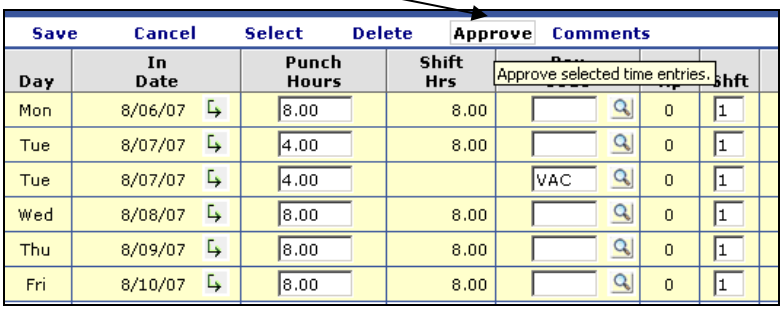
Once you've approved your time records, your supervisor or manager will also go through an approval process. All records need to be approved by the deadline. Deadlines will be set by HR and your supervisor/manager. *If any change is made after approval, the record will return to unapproved.*

Employee approvals in Kronos are the employee's certification that the information is a true and accurate record of hours worked, programs charged and leave used each day. By clicking the approve button on the Kronos Timecard Editor screen, the employee electronically signs the selected time records just as if he/she placed a personal signature on a paper copy of the time card.

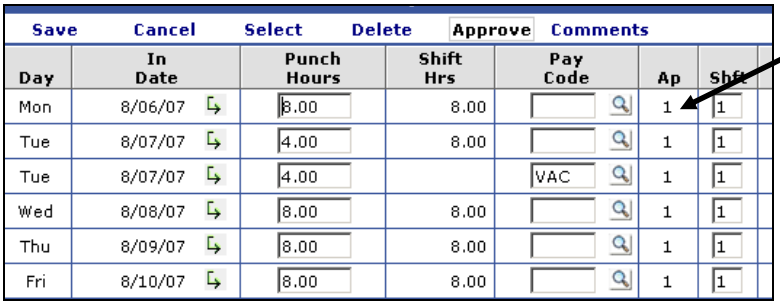
1. In the *Timecard Editor View*, single-click **(select)** each record to be approved (**or)** click **Select** and then **Select All** to highlight all records at once. **You CANNOT CLICK & DRAG.**

Note: The **selected** records will turn yellow in color. This will be a helpful tool to verify you are approving the record(s) you intend to approve. If you select an incorrect record, single-click again to deselect the record.

2. Select the **Approve** option.



Result: The approval code in the **AP column will change from 0 to 1.**



3. Selecting **Cancel** will exit the *Timecard View* and Save your changes

Time Cards

Printing a Timecard

It is **not necessary** to print timecards. The information will always be retained electronically in history within Kronos and you may view that history at any time. If you would like a printed copy of your timecard, you will need to request it from your supervisor or manager.

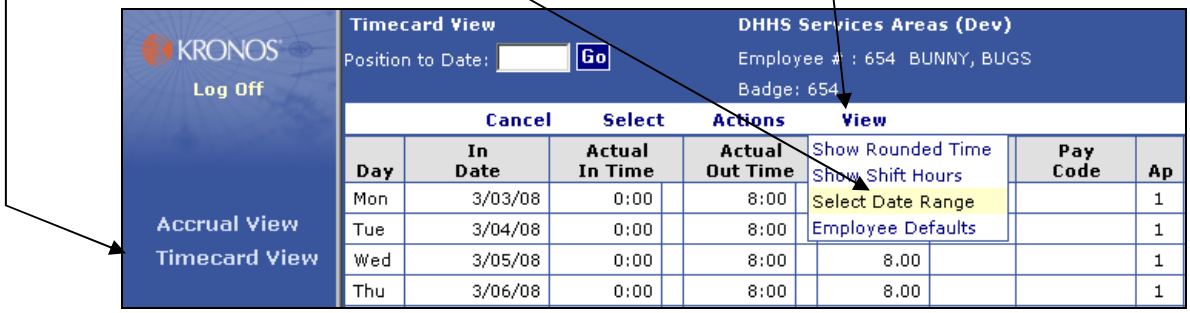
Viewing Historical Timecards

Periodically you may want to view a pay period prior to the current pay period. Records can only be viewed from the date you started using Kronos.

1. Select *Timecard View* from the Navigation Pane.

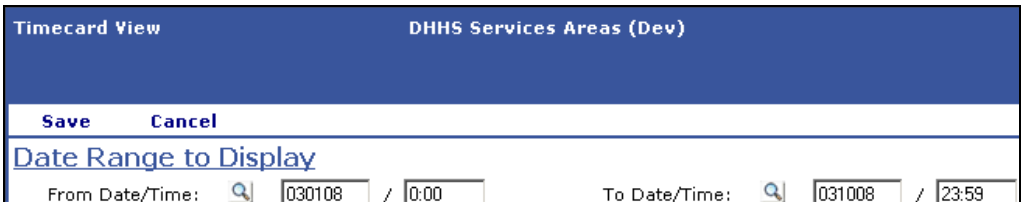
2. Select the **View** Menu.

3. Select the **Select Date Range** Option.



Result: A screen will display to enter a specified date range. Times are optional.

4. Type your applicable **Date Range** (example is 03012008 to 03102008). The date range does not have to correspond with a pay period. If you wanted to view Jan. thru June, you would type 01/01/XX-06/30/XX. Time is not required.



5. Select **Save** (or) Press **Enter** on your keyboard.

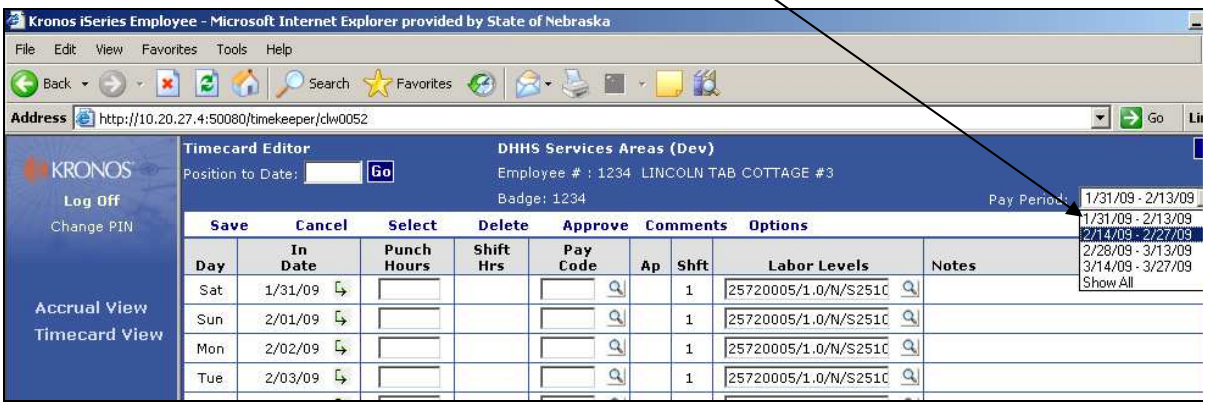
Result: The *Timecard View* will display with your designated Date Range. All time worked and leave used records for your date range will also display.

6. Selecting **Cancel** will exit the *Timecard View* and return you to the *Timecard Editor.*

Displaying Future Pay Periods

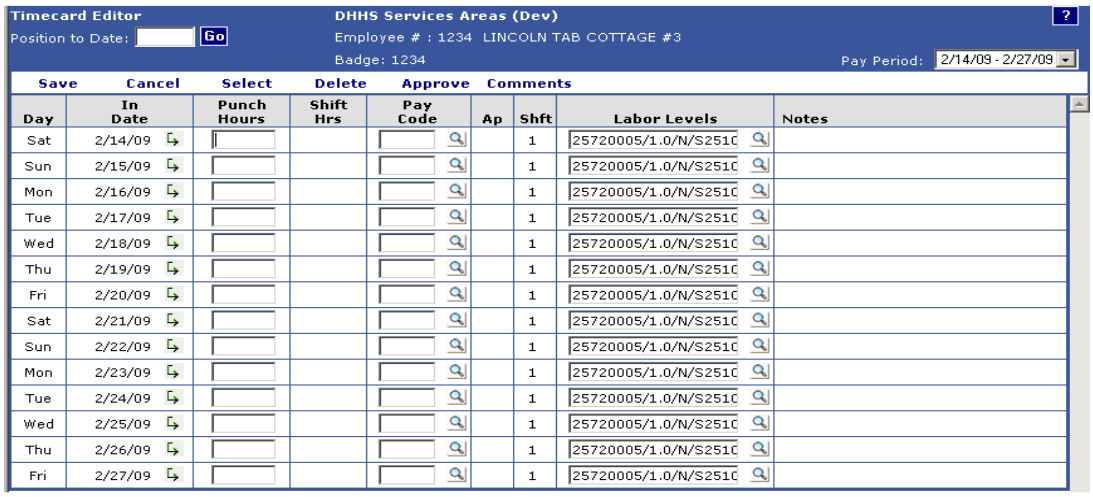
Occasionally you may want to enter time records for a future pay period. Example: you are going on vacation for the next two weeks and this is the end of the pay period. You can display the upcoming pay period, enter your vacation, approve the records and have your timecard completed before you leave.

1. From the *Timecard Editor View* select the Pay Period you wish to display. You will be able to view up to three future pay periods.



Result: The *Timecard Editor View* will display the dates for the Pay Period you selected.

2. Complete all applicable time records. Time records can also be approved at this time.



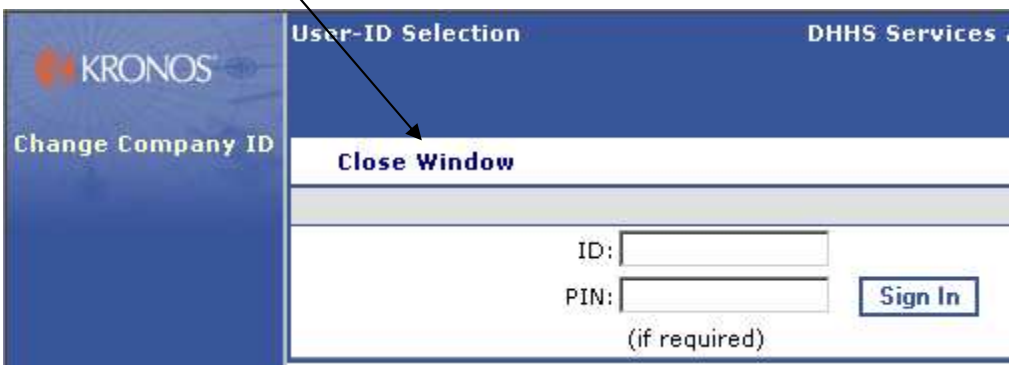
NOTE: The dates will roll forward to the next pay period approximately 3 workdays after the new pay period begins. To enter time for the new pay period before the date range is displayed; follow steps 1 and 2 above. WATCH THE DATES BEFORE MAKING ENTRIES TO ENSURE YOU ARE RECORDING YOUR TIME ON THE CORRECT DATE!

Exiting Kronos

1. Exit Kronos by clicking **Log Off.**

Result: The ***User-ID Selection*** screen will display

2. Select Close Window



Result: A *Confirmation* screen will display confirming you wish to close the program.

3. Select **Yes**.

Appendix A

Kronos Pay Code Listing

Pay Code Categories:

- **System Generated** – Pay codes that Kronos automatically assigns to time records. Employees/supervisors should NOT be manually typing these codes into the Pay Code field when entering time in Kronos.
- **Human Resources (HR) Selected** – Pay codes that may only be used by Human Resources staff or by employees/supervisors who have specific approval from Human Resources to use these codes.
- **Employee Selected** – Pay codes that employees will manually type into the Pay Code field when entering time in Kronos.

Pay Code	Description	Pay Code Category	Pay Code	Description	Pay Code Category
BAS	Base Pay	System generated	**BGN**	Collective Bargaining	Employee Selected
BLE	Bereavement	Employee selected	**CAT**	Catastrophic leave – NAPE	HR Selected
CATR	Catastrophic leave – RULES	HR Selected	**CBE**	Call back entitlement	Employee Selected
CHDB	Comp holiday double	HR Selected	**CIV**	Civil Leave	Employee Selected
CLB	Call back worked	Employee Selected	**CSOT**	Comp straight overtime	HR Selected
CTHW	Comp holiday worked	System generated	**CTO**	Comp time overtime	System generated
CTU	Comp time used	Employee selected	**EX40+**	Exempt hours over 40	System generated
EXEMP	Exempt base pay	System generated	**FML**	Family medical leave – unpaid	HR selected
FMMIL	Family military leave	HR selected	**HDB**	Holiday double time	HR selected
HOL	Holiday Leave	System generated	**HPR**	Holiday worked	System generated

Pay Code	Description	Pay Code Category	Pay Code	Description	Pay Code Category
INJ	Injury leave	HR selected	**ISPD**	Investigatory suspension – paid	HR selected
IWP	Investigatory suspension without pay	HR selected	**LWOP**	Leave without pay	Employee selected
MIL	Paid military leave	Employee selected	**MILNP**	Unpaid military leave	Employee selected
OCL	On call	Employee selected	**OCP**	On call phone	Employee selected
OVT	Paid overtime	System generated	**SD**	Shift differential	System generated
SICK	Sick leave	Employee selected	**SOT**	Straight overtime	HR selected
SWOP	Suspended without pay	HR selected	**SWP**	Suspended with pay	HR selected
TEMP	Base pay for temporary employees	System generated	**UST**	Union Steward	Employee selected
VAC	Vacation	Employee selected	**WCA**	Worker's comp absence – unpaid	Employee selected
WCSUP	Worker's comp supplement	HR selected			

Appendix B

Kronos Employee Usage Responsibilities

1. All non-exempt employees are responsible for entering all work hours exactly as they occurred. **Work hours may not be recorded before they are actually worked.**
2. Non-exempt employees must get supervisory approval before working overtime.
3. All full-time employees must account for 40 hours each workweek.
4. All employees must have supervisory approval to use any type of leave.
5. All employees are responsible for entering all approved leave hours used on their timecard. Leave hours entered in Kronos must be recorded for the actual date the leave usage occurred. Employees are responsible to ensure they have enough accrued time available to cover the hours used. Leave hours used may be entered in Kronos prior to the date of usage.
6. Absences must be used in quarter-hour increments only and must be reported to the closest quarter-hour.
7. Employees are not allowed to use a combination of work time and paid leave time to receive more than 40 hours of pay in a workweek. Leave usage must be reduced so the work hours plus leave usage does not exceed 40 hours.
8. All employees must have all hours entered and approved on their Kronos timecard on the first business day following the end of the pay period. Employees will only be paid for the hours recorded in Kronos by the deadline. **Mistakes or omissions made by the employee that are not fixed prior to the deadline will not be corrected until the following pay check date.**
9. Employee approvals in Kronos are the employee's certification that the information is a true and accurate record of hours worked, programs charged and leave used each day. By clicking the approve button on the Kronos Timecard Editor screen, the employee electronically signs the selected time records just as if he/she placed a personal signature on a paper copy of the time card.
10. Employees must provide substantiating evidence, which includes medical facts, when the sick leave absence exceeds three consecutive workdays. This documentation must be provided to the supervisor.
11. Employees must provide substantiating evidence for military leave or civil leave to their supervisor. Substantiating evidence would be items such as military orders or jury duty notices.
12. Employees are not allowed to add/edit/delete any time records after the deadline without specific approval from their supervisor or Human Resources and Development.
13. Employees are not allowed to give out their Kronos user ID and PIN without approval from their supervisor, Human Resources and Development or IS&T.
14. Kronos is available anywhere with internet access, including employees' homes. Employees are allowed to access Kronos from home and enter hours worked or leave used on their time card if they wish. Time spent updating time cards from home would NOT be considered as work time.

Appendix C

Glossary of Payroll Terms

WORK DAY:
A 24-hour period of time beginning at midnight and ending at 11:59 p.m.

BUSINESS DAY:
Business days are Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

WORKWEEK:
The work week is defined as a seven consecutive day period of time. The workweek for Service Area and Central Office employees begins on Saturday at 12:00 a.m. and ends Friday at 11:59 p.m.

ACTUAL HOURS WORKED:
Refers to hours physically worked. Non-exempt employees are only eligible for overtime when they physically work more than 40 hours in a workweek. Leave hours including vacation, sick, comp time used are not considered actual hours worked. Holiday leave hours are counted as actual hours worked while hours worked on the holiday are not considered actual hours worked. This is due to a provision in the NAPE employee contract.

EXEMPT VERSUS NON-EXEMPT STATUS:
Exempt status refers to employees **ineligible** under the Fair Labor Standards Act to earn overtime pay for working more than 40 hours in a workweek. Non-exempt status refers to employees **eligible** under the Fair Labor Standards Act to earn overtime pay for working more than 40 hours in a workweek. NOTE: non-exempt employees must have prior supervisory approval to work more than 40 hours in a week. If a supervisor does not allow overtime, it does not mean the employee is exempt. It means the supervisor is not allowing the non-exempt employee to work more than 40 hours in a week.

FTE (full-time equivalent):
Refers to how an employee's hours worked each week compare to a full-time employee. An employee working 40 hours per week is considered full-time so her FTE would be 1.0. An employee working 20 hours per week is considered half-time so his FTE would be 0.50.

OVERTIME:
Overtime is defined as any actual hours worked beyond 40 in a week either in cash or accumulated as compensatory time earned. Overtime hours are compensated at time-and-one-half. Only non-exempt employees are eligible to earn overtime. Kronos will automatically calculate overtime hours for non-exempt employees.

PRIOR APPROVAL OF OVERTIME:
Non-exempt employees must receive prior approval to work overtime unless it is an emergency situation. If an emergency situation arises, the employee shall notify the supervisor as soon as possible that they worked beyond their normal schedule.

PAYMENT OF OVERTIME HOURS:
Non-exempt employees wishing to receive payment for any overtime hours must make that election using the comment field in Kronos. If no election is noted, the hours will be considered compensatory time and added to any compensatory time balance.

ADJUSTED TIME:
Adjusted time is available for supervisors to utilize if they know an employee has worked extra hours prior to the conclusion of the workweek, and the supervisor is able to allow the employee the opportunity to reduce their work hours in the remainder of the workweek to avoid overtime expenses. For example, if an employee works 10 hours on Monday, the supervisor may ask the employee to come in two hours late or leave two hours early later in the same week to ensure the hours even out to 40 for the week.
If the hours cannot be adjusted within the workweek, the actual hours worked beyond 40 are then calculated as overtime at time-and-one-half for any non-exempt employees.
Supervisors may also allow employees to adjust their time to reduce leave usage. For example, if an employee needs 2 hours off for a doctor's appointment, the supervisor could allow the employee to work an extra 2 hours sometime during the week so the employee does not have to use 2 hours of sick leave.
Employees may not have 40 hours or more of work in a workweek AND use leave time that same week. If an employee works extra hours in a week and also uses vacation or sick leave the same week, the vacation or sick leave hours must be reduced to avoid having more than 40 hours of pay in a week. For example, an employee works 9 hours per day Monday through Thursday and then takes a planned vacation day on Friday. Since the employee already had 36 hours of work through Thursday, they will only need to use 4 hours of vacation on Friday to account for their 40 hours that week. The employee would not be allowed to use a full 8 hours of vacation on Friday as that would amount to a vacation payout of 4 hours which is prohibited. Employees and supervisors are responsible for ensuring that no more than 40 hours are recorded each week unless the employee is approved to physically work more than 40 hours in the week and receive overtime for those hours.
In any adjusted time situations, the adjustment of hours MUST take place within the same workweek.

QUARTER-HOUR INCREMENTS AND ROUNDED TIME:
Employees must report work and leave time in quarter-hour increments rather than in actual minutes.

15 minutes	=	0.25 hours
30 minutes	=	0.50 hours
45 minutes	=	0.75 hours
60 minutes	=	1.00 hours

Since time must be recorded in quarter-hour increments, employees will need to round their work and leave time to the closest quarter-hour. For example:

7:53 A.M. – 8:07 A.M.	=	8:00 A.M.
8:08 A.M. – 8:22 A.M.	=	8:15 A.M.
8:23 A.M. – 8:37 A.M.	=	8:30 A.M.
8:38 A.M. – 8:52 A.M.	=	8:45 A.M.
8:53 A.M. – 9:07 A.M.	=	9:00 A.M.

HOLIDAYS NOT WORKED:
Holiday hours paid but not worked are counted as actual hours worked when calculating overtime. Example, a non-exempt employee receives 8 hours of holiday pay for the 4th of July (Tuesday) and works 10 hours on Monday, 8 hours on Wednesday, 8 hours on Thursday, and 8 hours on Friday. The 8 hours of holiday pay received for the 4th of July are counted in with the rest of this employee's work hours to total 42 actual hours worked for the week. The employee will then receive either compensatory time or pay at time-and-one-half for the 2 hours worked beyond 40 in the workweek.
Exception: If you are a member of the "E" bargaining unit, talk to your HR representative about holiday pay.

WORK ON A HOLIDAY:
Permanent non-exempt employees will be compensated at time-and-one-half for any hours worked on a holiday that are their normally scheduled hours. These hours do NOT count towards the 40 hours of actual work for overtime purposes since they are already being paid at time-and-one-half.
Permanent non-exempt employees working beyond their normally scheduled hours on a holiday will be compensated at two times their normal hourly rate. For example, a regular 8 a.m. to 5 p.m. employee who instead works 8 a.m. to 7 p.m. on the holiday will have 8 hours paid at time-and-one-half and 2 hours paid at two times. These hours also do NOT count towards the 40 hours of actual work for overtime calculation purposes since they are being paid at two times the employee's regular rate of pay.
Exception: If you are a member of the "E" bargaining unit, talk to your HR representative about holiday pay.

ON-CALL HOURS:
On-call refers to the non-work hours that an employee is designated as waiting to be engaged in work, or a ready-to-work status. Non-exempt employees receive 8% of their normal hourly wage for all hours in this status. It is the supervisor's responsibility to identify in writing to the employee when they are assigned to be in an on-call status. If no formal notice is given and there is no restriction on the employee's movement, then the employee is not considered to be on-call.

On-call hours begin at the time the employee leaves work and end at the time the employee returns to work. For an employee working an 8 a.m. to 5 p.m. shift, they would be in an on-call status from 5 p.m. to 8 a.m. the next day for a total of 15 hours on-call pay on weekdays. Employees will receive 24 hours of on-call pay for weekend days and holidays if they do not work on those days.

On-call hours plus worked hours on a weekday should never exceed 23 hours for employees with a 1-hour lunch break or 23.5 hours for an employee with a ½-hour lunch break. On-call hours plus worked hours should never exceed 24 hours on weekend days.

ON-CALL PHONE HOURS:
On-call phone hours refers to time that an employee in a designated on-call status spends on job related phone calls at home or outside normal work hours. These calls do not require the employee to leave their home. Hours spent on phone calls while in an on-call status are paid as regular work time. Employees will use the OCP (on-call phone) pay code in Kronos to report these hours.

Employees should keep track of the amount of time spent on job related phone calls as home while they are on call. If the total amount of calls handled do not total 15 minutes, the time spent on all calls should be rounded to 15 minutes (0.25 hours). Time spent on phone calls is then deducted from the total time the employee is actually on-call. Employees cannot receive on-call pay and on-call phone pay for the same time period.

CALL-BACK HOURS (for NAPE-contract covered non-exempt employees only):
Call-back hours refers to time worked when an employee is required to leave their home or other non-work related activity (e.g. grocery shopping) to respond to a job-related assignment. If the employee is called back to their normal work location, the call back pay would start at the time the employee reaches their work site and end when they leave the worksite to return home. If the employee is called out to a location other than their normal worksite to respond to agency business, the call back pay will start at the time the employee leave their residence and conclude when they return to their residence. The time actually spent on the call-back situation is referred to as call back hours actually worked. These hours will be coded in Kronos using pay type CLB.

Per the NAPE employee contract, employees are guaranteed a minimum of 2 hours of pay when they are called back to work. The remainder of the 2 hours that is not actually worked is referred to as call back hours not worked or as **call back entitlement pay**. That means that an employee who is called back to work and works less than 2 hours will receive pay for the remaining two hours at a straight time rate. For example, if an employee is called back to work and works 30 minutes, the 30 minutes would be coded as CLB for call back worked. The remaining 90 minutes of the 2-hour time frame would be coded as CBE for call back entitlement. These 90 minutes will be paid at a straight time rate. If an employee is called back and works more than two hours, all hours will be compensated as call back worked. No call back entitlement pay would be given in this situation.

Call back hours worked do count towards the employee's 40 hours of work in a week. If call back hours worked cause the employee to exceed 40 hours physically worked in a week, the hours over 40 would be compensable at a time-and-one-half rate. Call back entitlement hours do not count towards overtime hours.

Calls received after an employee leaves work but before the employee arrives home are not considered call-backs. These are considered contiguous to the normal working shift so time spent on such calls should be recorded as normal work time in Kronos.

Employees are entitled to the two hour minimum each time they are called back to work unless the call back occurs within the first two hour call back period. For example, an employee is called back to work at 8 p.m. and works until 8:45 p.m. This would count as 0.75 hours call back worked and 1.25 hours call back entitlement. However, the employees is called back again at 9:45 p.m. and works until 10:30 p.m. Since the second call occurred within the 2-hour call back time frame of the first call, they do not start over with another two hour minimum period. They would get call back hours worked for both shifts totaling 1.5 hours worked. They would then get 0.50 hours of call back entitlement pay rather than getting 1.25 hours for each instance. If the second call back occurred more than 2 hours later, the two hour rule would start over. For example, employee is called back for a second time at 11 p.m. and works until 11:45 p.m. In this case, the employee would get 0.75 hours call back worked and 1.25 hours call back entitlement for the first call at 8 p.m. They would then get another 0.75 hours of call back worked and 1.25 hours call back entitlement for the second call at 11 p.m. In short, there must be a break between the first two hour guaranteed time and the second call back for a new two hour guaranteed time to begin.

Any questions about call back situations should be directed to Human Resources.