

Notes from the Kronos Users' Meeting

Oct 10, 2007

- The dropdown box for leave is in alphabetical order but you can type the first couple of letters of what you need and it will pop up. (ex: SI for Sick)
- You can also populate sick leave into someone's schedule if they will be on leave for a while so that it will just fill the time in.
- If someone is having problems clocking in and out, we can change their biometric level or which fingers they use in Kronos.
- If an employee is on the wrong account number, they may not be showing up on your site list. Please contact payroll if one of your employees is not showing up on your list.
- If an employee has a set schedule, then the rounding rules are as follows:
You can clock in up to 19 min before your shift or 9 minutes after and it will round to your shift start time.
You can clock out 9 min before your leave time or up to 15 minutes after and it will round to your shift end time.
- You will not be able to make changes in Kronos after everything is locked (Grey) on Monday mornings.
- Vacation time on employee's checks is now shown as days instead of hours. It rounds down to half a day for reporting purposes but will still be correct in Kronos. You can also still use your vacation on a minute by minute basis as needed.
- If an employee leaves and clocks out during the day for a Doctors appointment or other need, they will need to also clock in and out for lunch or Kronos will assume that the time they were gone was also their lunch.