Notes from the Kronos Users' Meeting of October 4, 2006

- Jacci demonstrated shift changes and how to temporarily change an employee's schedule: go to schedule, select the particular date, then choose Shift, Add, Start/End date, Start/End time, ok, save) Go back to the time card and refresh, and you will see that you have eliminated the "unscheduled" time. If you wish to permanently change an employee's schedule, or to give an additional shift for a longer period of time, please continue to send those to David Hulford.
- If an employee leaves the building anytime during the day, for any reason, they must also punch in and out for lunch or Kronos will think that the time they were gone was their lunch (covered before—just another reminder). This is also true for an employee who gets off and comes back to work during the evening; since there was a break in time worked, there needs to be a lunch break also indicated on the clock.
- To add a comment to a punch, you can right click on the "amount" cell (after you have added a pay code and amount), click on comment, add, pick the comment, hit ok, and save. Or you can do the same process in the "time" column.
- Jacci reiterated that when an employee takes any kind of leave time during the week and still works in excess of 40 hours, managers are to delete the leave time in excess of 40. However, this is not true when an employee is called back in to work during the weekend. If an employee works 10 hrs on Monday and Tuesday, takes sick leave Wednesday, then works 10 hrs on Thursday and Friday, he/she has 40hrs WITHOUT any leave time, so you would just put in sick, 0 for that day. However, if an employee worked 8 hours each Mon-Thurs, for a total of 32 hours, and took sick time Friday for 8 hours, then worked 8 hours on Saturday, you would leave the sick time and the employee would be paid for 40 hours straight time and 8 hours sick time. There is no comp or overtime involved, because the employee did not WORK in excess of 40 hours.
- David discussed using job code 001 for break time with Transportation employees. He stressed that the schedule which transfers time to 001 must include another job code when the employee transfers back or the employee will not be paid for the last transferred time. He also discussed using the work profile "Stipend" to accompany the transfer to job 001, then using the work profile "OBW" on the transfer back to work, in order to turn on the count toward 40 hrs again. "Stipend" time does not count toward overtime. Again, this is only relevant for Transportation.

Finally, Jacci urged everyone to send in topics you would like to see discussed at the next meeting. We are considering changing the meetings to the second Wednesday of each month, since the first Wednesday conflicts with the Principals' meeting, and we will let you know if the meeting room is available.