

Notes from the Kronos Users' Meeting

Nov 14, 2007

- It is important to change an employee's schedule even if the total weekly hours will be the same because it will cause unscheduled time on the pay check. Also, for employees that work less than 8 hours a day, this can cause Unscheduled-P time which is taken out of your site's discretionary funds.
- For employees who continually work more than the approved, scheduled time, we suggest you talk with your principal/director, have them counsel the employees, and then job target them. Otherwise, the extra time will come out of the site's discretionary funds.
- To change one day's schedule, go to the employee's time card, click on schedule, choose the date that you wish to change, click on shift, add, put in beginning and ending time, then hit ok and save. This gives an employee an alternate shift for that single day. If you want to permanently change the schedule, it is best to send that change to David Hulford.
- PLEASE NOTE: Sick Leave and Vacation are now shown in **days** on the employees' paychecks, NOT HOURS. According to TPS policy, an employee can only accrue 2 years of vacation, so every fall any time more than that is removed. As supervisors, it is your responsibility to make sure the employee is given the opportunity to use vacation that will be lost. (This must be used by the end of September each year.)
- The January 8th check will not be direct deposited the Friday before payday like normally. It will be in the bank on Tuesday, January 8th.