

Notes from the Kronos Users' Meeting of November 8, 2006

- Job Class 001 has been designed so that the time manager can schedule “unpaid time.” For instance, if a TA worked from 8-2 and then worked childcare from 3-5, a schedule could be set in so that the employee would clock in at 8 and out at 5, and the employee would not be paid for the time between 2 and 3. Kronos will show that the employee is being paid one cent per hour, and that is backed out when the time is imported into GEAC. What is extremely important to remember, however, is that any time the employee actually WORKS during that “unpaid scheduled time,” the time manager must adjust the schedule for that day. Jacci showed an example of a transportation employee who was not paid for almost 8 hours of time that had been truly worked, because of this schedule.
- David demonstrated how to add a shift. From the employee's timecard, click on schedule and bring up the schedule editor. You can change the shift on any day here, or double click the date you need to change if more information is needed. When you double click, you can also access the transfer column in order to charge the time to another account.
- To create an absence report for your school site, select report, employee hours by labor account, then change the dates to the period you would like to run the report for, remove all paycodes and then add back the ones you would like in the report (such as sick, family illness, personal illness, etc., and then run.
- You can also run a report for an individual by clicking on report while on that employee's timecard and/or creating a hyperfind for individual employees.

Please try to have everything finished and in on time on 11/20. Due to the short processing week, everything will be finished Monday morning!

Finally, Jacci urged everyone to send in topics you would like to see discussed at the next meeting, which will be held on December 13.