

Notes from the Kronos Users' Meeting

Feb 14, 2007

- Jacci reminded everyone that comp time should be used by the end of the fiscal year (end of school year or June 30).
- When you use on-call, it needs to be “added” to the schedule, not “replacing” the existing schedule; also, if an employee who is on-call actually comes in to work, the amount of on-call time needs to be reduced by the amount of time the employee actually worked.
- There is nothing we can do about having to “double click” in Kronos. It is a Microsoft issue. Please do not contact the ISS help desk about this.
- Jacci has taken Presidents' Day (Feb 19) off as a holiday and added March 22.
- Jacci recommended that we look at “Pay Period Close” every day to see if employees are missing time. This tells you at a glance if employees need leave time set in, as well as how much leave time they have, and is a very useful tool.
- There was a great deal of discussion about rounding rules and split shifts, and Jacci demonstrated how giving bus drivers two distinct schedules helps with that issue. The trade-off is that the exception reports no longer work, but at least the employee is paid correctly.