Notes from the Kronos Users' Meeting
March 12, 2008

- Jacci demonstrated how to transfer time to other accounts (such as for Family Literacy work). If you click in the box between the in and out punches, then hit "search," you can then choose the account segments that need to be changed. Once you have entered the account number for one employee, any time you use the dropdown arrow the account number will still be there.
- Any time worked outside of the scheduled hours goes into unscheduled time that will be charged to your discretionary fund (for non-8-hour employees). To prevent this, you must change the schedule by adding a new shift. If you click on schedule, then the date you wish to change, then shift, add, and put in new shift, ok, save. If an employee works late one day and goes home early the next, changing the shift on these two dates will eliminate the "unscheduled" time.
- To add a comment to a punch, click on that punch time, comment, add, and choose from the comments. This adds a yellow box to the punch showing there is a comment and also adds a tab at the bottom.
- To cancel a lunch deduction, on the rare occasion that an employee must work through lunch, double click the out punch, do cancel deductions and pick the one that applies, ok, save. This should make the time for the day increase by 30 min. Then add the comment, "worked through lunch."
- You can run accrual summary under reports to show all accrued time for your employees. Please make sure comp time is used (do not worry about people with one min or negative one minute) by the end of the school year.
- The question was raised about employees having to work two nights for parent teacher conferences. If you do not have enough employees to stagger shifts, and you will end up with employees working beyond the 40 hours, it may be necessary for your principal to check with the area superintendent concerning whether there will be additional funding available.
- If an employee works over forty hours it will show as comp time in Kronos. If Dr. Zolkolski has approved overtime, payroll will convert it to overtime.
- Pay period close is the most useful screen to check extra hours worked, missing leave time, etc.
- Jacci also demonstrated how to create a new hyperfind (query) so that you could identify specific pay codes or accounts worked.