

## Notes from the Kronos Users' Meeting of September 6, 2006

- Unscheduled time is the control for employees budgeted to work less than 40 hours a week but who sometimes work more than the allocated number of hours. Any unscheduled time now prints on the employee's pay check. This is a tool used to warn employees that this has become an issue. If an employee has no schedule, all of the worked time will be showed as unscheduled. In this case, David Hulford should be notified so that he may put in the schedule this employee has been told to work by the supervisor. On the timecard, in the lower left hand corner, you can witch "ALL" to "DAILY" to see what is happening to the time each day.
- Comp Time is the control for employees that work over 40hrs in a week. The Superintendent must now approve in advance any overtime that is worked. Principals should email requests to their area superintendents to approve any time over 40 hours worked. Payroll will not write a manual check for overtime. Only in emergencies will the superintendent use his judgment to approve overtime after the fact. Paid leave does not count as part of the employees 40hrs in one week. Comp time must be used in the same school year in which it is accrued. When overtime is not approved by the superintended, it is automatically defaulted to Comp Time. Overtime shows on an employee's check as if he/she is being paid; then there is an offset showing negative comp time, which means the monetary impact on the check is zero. The time worked over is shown in hours (i.e., 10) and the comp time is shown at the converted rate of 1.5 times (i.e., 15), but the dollar amount is the same. After the time is imported from Kronos to GEAC and converted to comp time, it is then loaded back into Kronos and shows in the accruals section of the timecard.
- Time managers should "add shifts" to authorize time worked outside of normal scheduled hours. Ideally, the employee who had to work over one day can work less another day in the same week so that the total hours do not exceed the allocation. Time managers cannot change their own scheduled shifts and should e-mail TPS Payroll or David Hulford if this needs to be done.
- Rounding Rules: employees may clock in up to 20 minutes before their scheduled time and still not be outside of their schedule as they will be paid from the scheduled start time. They may clock in 9minutes 59seconds after their scheduled start time and will still be paid from 8am. Employees may clock out 15 minutes after their scheduled time and will still only be paid until the end of their scheduled time.
- Bereavement is a pay code not available to time managers but must be entered by Payroll. Time managers should e-mail TPS Payroll and tell them the employee name and ID, days missed, and which relative has died. Employees may take up to three days per death for the relatives included in the policy.
- Jacci will be emailing a list of HR contacts and who to contact for particular problems.

Finally, Jacci urged everyone to send in topics you would like to see discussed at the next meeting.