KRONOS

Contacts

- AESOP Meredith Bishop
- KRONOS clock down Jean Guadalupe
- Password Jean Guadalupe or Kathy Stone
- KRONOS punches Payroll

Why KRONOS

The District has implemented the KRONOS electronic timekeeping system in order to automate the timekeeping process and to stay in accordance with the Fair Labor Standard Act (FLSA). This system, which has replaced handwritten timesheets, will be used by all non-exempt employees of the District.

Official Time

In order to ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the official record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official KRONOS records.

Methods of Reporting Time

The terms "clock in", "punch in" and "swipe in" or "out" all have the same meaning. They refer to the action whereby an employee slides his/her ID badge through the slot on a time clock which reads the employee's badge number and transmits this information to the KRONOS timekeeping database. Employees may also use the time stamp method by accessing a computer.

Terminology

- "My Timecard" Timesheet
- Campus Timekeeper Manager -person the editing punches for the Timecard

Daily Clock-in/Clock out

It is a job requirement that ALL non-exempt employees MUST "clock-in" in the morning, and "clock-out" at the end of the work day at their assigned work site, unless authorized by a supervisor.

Rounding Rules

- The KRONOS timekeeping system works on a 7 minute rounding rule. An employee's daily total is rounded to the nearest 15 minute interval.
- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival).
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall either "make-up" that time during the same work week or the time not worked will be docked from their pay.

Other requirements include:

- EM-S is set up on an automatic lunch deduction.
- All non-exempt employees leaving campus site for any personal reason during the day must clock out when leaving campus, and clock in when returning to campus.

Time Clock Problems

- If any employee is unable to punch in or out due to a time clock malfunction, it is the employees responsibility to report it to their campus KRONOS Timekeeper Manager. In this situation the Timekeeper Manager will manually clock the employee in or out. The Timekeeper Manager will notify the Information System Support Department of any time clock problems.
- Jean Guadalupe or Kathy Stone

Flex Time

- With approval, full-time employees may be permitted on a limited basis to extend their working hours slightly on one or more days during a given workweek. This extra time would offset one or more short workdays within that same week.
- For example, an employee might be permitted to work additional time on two days in order to leave 1 hour early on another day in the same week. An employee is not permitted to carry flex time over in to the next week. The employee will need to use comp time; leave day or be docked.
- It is the employee's responsibility to check their time cards to ensure they will not be short at the end of the week, resulting in docked pay.
- Flex time is to be used with discretion and requires approval in advance.

Docked Pay

- If an employee's accumulated total in a workweek does not meet their expected amount, the employee will be docked for the amount of time not worked.
- Docking amounts are calculated on the employee's base hourly rate.
- If non-exempt employees have used up all of their sick days, personal days, etc., their pay shall be docked for the time missed, based on their hourly pay rate.

Work off Days

- To be in compliance with FLSA
- Work off Days for 2012–2013 will no longer exist for non-exempt employees

Contracted Calendar Days

- All EMS-ISD employees are attached to a calendar
- Calendar has their beginning and ending dates.
- Non-exempt employees are not to begin work before their contracted start date or work beyond their contracted ending date nor should they alter their calendar days such as exchange days with the intent of working during their scheduled "non-calendar off days."
- Now that the district uses an electronic timekeeping system, calendars days can no longer be altered.

How to View Specific Dates

- Time Period
- Click on the down arrow
- Select Range of dates
- Box will appear
- Click on the arrow and calendar will appear
- Select month and date
- Repeat for end date

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🕌 Select Range of Dates





To View Previous Week

- "Time Period"
- Click on the down arrow
- List of Pay Periods will appear
- Select "last week"

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View all Employees

- Select Actions
- Select All

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Select All	Missed	Employee	Unexcused	Total	Normal	OT	Non-Prod	Expected	Manager	Approved	Signed	Pay Period		
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				22.75	22.75			0.0						
				37.5	30.0		7.5	0.0						
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				37.5	37.5			0.0						

Check the Total Hours

- Look at the Total Hours column
- Should see at least 37.50
- If less than 37.50 need to review
- If total hours is unusually high, need to review

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				22.75	22.75			0.0				
				37.5	30.0		7.5	0.0				
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Total hours at 54.25

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Н	~			54.25	37.5		16.75	0.0						
N				36.25	36.25			0.0						
0				37.5	37.5			0.0						
R				22.75	22.75			0.0						
TI				37.5	37.5			0.0						

View Individual Time Cards

- Click on Time card
- KRONOS will list all employees
- To move to the next employee
- Click on the <- -> arrow
- Will also show # of employees

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				37.5 22.75 37.5	37.5 22.75 30.0		
				37.5 22.75 37.5 37.5	37.5 22.75 30.0 33.75		

Two Ways to Check on Missed Punches

First

- > This step can be done a hour after start time
- Click on the Timekeeping arrow
- A drop down list will appear
- Select Shift Start
- Review the "On Premises" column
- Those that signed in will appear with a

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Two Ways to Check on Missed Punches (cont'd)

Second

- To avoid missed punches
- Look in the missed punch column
- This can be glanced at the end of the day or first thing in the morning with out looking at the detail

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	V			146.5	139.0		7.5	0.0				
				165.75	113.25		52.5	0.0				
				161.0	149.5		11.5	0.0				
				165.5	158.0		7.5	0.0				
				130.25	59.0		71.25	0.0				
				162.5	155.0		7.5	0.0				
				163.0	136.75		26.25	0.0				
				165.0	153.75		11.25	0.0	1		5	

To Correct Missed Punches-No In Punch

- You would select the employee
- Click on time card
- Will see the missed punch, which is in red
- Find the day in punch is missing
- Right click on the out punch
- Box will appear
- Select edit punch
- Select the override arrow
- Select out punch
- Click ok
- Click save

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🏄 Edit Punch



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To Correct Missed Punches-No In Punch (cont'd)

- Enter time
- Right click
- Select "add Comment"
- Box of comments will appear
- Select appropriate comment
- Save

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🚄 Add Comment

Comments

Bad Weather Car Trouble Computer Down 니<u>공</u> Did not punch IN Did not punch Out DOCK Doctor Appt. **Double Punch** Family Illness

Note



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If Employee Out on FMLA

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					37.5	37.5			0.0	
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					37.5	33.75		3.75	0.0	

How to Add an Absence

- Select Date day employee was off
- Pay Code column select down arrow
- List of reason codes will appear
- Select reason
- In the Amount column select down arrow
- Box will appear
- Ignore selections
- Add time
- For half day it is 3.75
- For full day it is 7.50
- Save

6 Kronos WORKFORCE	Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer provided by MSN & Bing												
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Leave Days at Full or Half days

- Since we report leave days at full or half days in AESOP and Skyward
- KRONOS is by hours
- Full day in KRONOS is 7.50
- Half day in KRONOS is 3.75
- To view this in KRONOS
- Look at the "NON-PROD HOURS"

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If Not Correct Amount

- Select the employee
- Select time card
- Select the day
- Click the Amount column
- Enter the correct amount
- Click on save

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How to Add Comp Time Leave

- Only add comp time leave if the total for the week is less than 37.50
- Suggest waiting until Friday or on Monday
- Check accruals to see if employee has enough comp time leave available
- Look at the cumulative balance column
- Subtract total from 37.50 to figure how much comp time leave must be used to total 37.50 for the week

Cumulative is 36.25 less 37.50 difference is 1.25

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How to Add Comp Time Leave (cont'd)

- Insert a row on the day the employee is short
- Pay code column select down arrow
- Box of pay codes will appear
- Select "Comp Time Leave"
- Amount column select down arrow
- Ignore selections and enter the amount of comp time needed for that day
- Save
- Total for week should total 37.50

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To Adjust Comp Time

- If employee used too much Comp Time
- Click on the line where Comp Time was used
- In the "Amount" column delete hours entered
- In the "Cumulative" column review total for week
- Subtract total hours worked from 37.5 to figure the actual hours to use for Comp Time

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Cancel Lunch

- Highlight the day the employee worked through lunch
- Right click the out punch
- Box will appear
- Select "Edit Punch"
- Edit Punch box will appear
- Select Cancel Deduction
- Select 30 min lunch deduction
- Save
- View Cumulative column

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X t	Mon 2/27	•		7:55	•	16:51		•		7.75	7.75	7.75		
× ±	Tue 2/28	•		8:00	•	16:36		•		7.5	7.5	15.25		
Хţ	Wed 2/29	•		8:02	•	16:37		•		7.5	7.5	22.75		
× ±	Thu 3/01	•		7:58	•	16:29		•		7.5	7.5	30.25		
X t	Fri 3/02	Comp Time Le 👻	0.25		•			•						
	E.: 0/00			7:54	•	15:34		•		6.5	6.75	37.0		
X L	Fri 3/02													
X ± X ±	Fri 3/02 Sat 3/03				•	A	dd Comment	•				37.0		

🛃 Edit Punch



Date	3/09/2012
Time (hh:mm)	16:53
Rounded Time	3/09/2012 17:00 GMT-06:00
Time Zone	(GMT -06:00) Central Time (USA; Canada)
Override	<none></none>
Cancel Deduction	<none></none>
	$\widehat{\mathbf{A}}$
Exception	Punch has no exception
Comments	Punch has no comment
OK Cancel	Help

🏄 Edit Punch

Date	3/09/2012
Time (hh:mm)	<mark>16:53</mark>
Rounded Time	<none></none>
Time Zone	10 Min Break 6 Hrs USA; Canada) ▼
Override	30 Min Lunch Ded ct
Cancel Deduction	<none></none>
Exception	Punch has no exception
Comments	Punch has no comment
OK Cancel	Help

	RONOS	GENERAL 🔻 🛛 TI	MEKEEPING 🔻 🗸	SCHEDULING 🔻	RECORD RETENTION	DN 🔻 🗌 DEVICE	MANAGER 🔻	DATA INTEGRATION		l	.og Off Chan <u>o</u>	je Password Setup Help		
Timecard	Timecard Schedule People Reports More ▼													
TIMEC Last Sau	ARD ed: 14:24 Actions V	Punch▼ Amount▼	Na Tir Accruals ▼ Comm	me & ID ne Period Last Wee ent ▼ Approvals ▼	k 7 Overtime ▼ Repor	€ € 1 ▼	of 8							
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative		
X t,	Sat 2/25	•			•			•						
X 🕹	Sun 2/26	•			•			•						
X 🕹	Mon 2/27	•		7:55	•	16:51		•		7.75	7.75	7.75		
X \$	Tue 2/28	•		8:00	•	16:36		•		7.5	7.5	15.25		
Хţ	Wed 2/29	•		8:02	•	16:37		•		7.5	7.5	22.75		
Хţ	Thu 3/01	•		7:58	•	16:29		•		7.5	7.5	30.25		
X 🗄	Fri 3/02	Comp Time Le 🔻	0.25		•			•						
X 🕹	Fri 3/02	•			•			•						
Хţ	INSERT KOW	•			•			•						
Хţ	Fri 3/02	•		7:54	•	15:34		•		7.5	7.75	38.0		
Хţ	Sat 3/03	•			•			•				38.0		
Хţ	Sun 3/04	•			•			•						

Cancel Lunch by 30 Minutes if Employee Did Not Punch In and Out

- Highlight the day the employee only had 30 minute lunch
- Right click the out punch
- Box will appear
- Click on the "Edit Punch"
- Edit Punch box will appear
- Select Cancel Deduction
- Select 60 min lunch deduct
- Save

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Timecard Schedule People Reports More 🔻													
TIMEC Loaded: 1	TIMECARD Loaded: 14:05 Name & ID A O O 1 of 8 Time Period Last Week Actions Punch Actions Punch Actions Comment Approvals Overtime Reports												
	Date	Pay Code	Amount	In	Transfer	Out	h		Transfer	Out	Shift	Daily	Cumulative
Хţ	Sat 2/25	•			•				•				
X tj	Sun 2/26	•			•				•				
Хţ	Mon 2/27	•		7:55	•	16:51			•		7.75	7.75	7.75
X t	Tue 2/28	•		8:00	•	16:36			•		7.5	7.5	15.25
X t	Wed 2/29	•		8:02	•	16:37			•		7.5	7.5	22.75
X tj	Thu 3/01	•		7:58	•	16:29			•		7.5	7.5	30.25
X t	Fri 3/02	Comp Time Le 🔻	0.25		•				•				
Xţ	Fri 3/02	•		7:54	•	15:34			•		6.5	6.75	37.0
Хţ	Sat 3/03	•			•		Add Comment		•				37.0
X 🗄	Sun 3/04	•			•		Edit Punch		T				

🏄 Edit Punch

Date	3/02/2012
Time (hh:mm)	15:34
Rounded Time	10 Min Break 4 Hrs
Time Zone	30 Min L D 20 Min L upph Doduct
Override	60 Min Lunch Deduct
Cancel Deduction	30 Min Lunch Deduct 👻
Exception	Punch has no exception
Comments	Punch has no comment
OK Cancel	Help

×

Cancel Lunch by 30 Minutes if Employee Did Not Punch In and Out (cont'd)

- Need to add a line
- Enter an out and in punch
- Example: 12P to 12:30p
- Add a comment
- Right click
- Box will appear
- Select "add a comment"
- Save
| KRONOS' | | | | | | | | \geq | L | og Off Chang | e Password Setup Help | |
|---|---|-----------------|----------------|------------------|--------------|---------------|------------------|--------|-------|----------------|---------------------------|--|
| | GENERAL 🔻 🔪 | TIMEKEEPING 🔻 🔪 | SCHEDULING 🔻 🔪 | RECORD RETENTION | ON 🔻 🔪 DEVIC | E MANAGER 🔻 🔪 | DATA INTEGRATION | • | | | | |
| Timecard Schedule People Reports More 🔻 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Last Saved: 14:24 | Last Saved: 14:24 | | | | | | | | | | | |
| | Time Period Last Week | | | | | | | | | | | |
| Save Actions V | Save Actions & Dunch & Amount & Accausis & Comment & Anneousis & Overtime & Reports & | | | | | | | | | | | |
| Date | Pay Code | Amount | In In | Transfer | -
Out | In | Transfer | Out | Shift | Daily | Cumulative | |
| X L Sat 2/25 | Tuy Couc | ▼ | | Tunsia 🗸 | Vu | | | Vu | onin | Louity | Cumulanyo | |
| × 🕹 Sun 2/26 | | • | | • | | | • | | | | | |
| × 🕹 Mon 2/27 | | • | 7:55 | • | 16:51 | | • | | 7.75 | 7.75 | 7.75 | |
| × 🕹 Tue 2/28 | | • | 8:00 | • | 16:36 | | • | | 7.5 | 7.5 | 15.25 | |
| 🗴 📩 Wed 2/29 | | • | 8:02 | • | 16:37 | | • | | 7.5 | 7.5 | 22.75 | |
| 🗙 🕹 Thu 3/01 | | • | 7:58 | • | 16:29 | | • | | 7.5 | 7.5 | 30.25 | |
| 🔀 🛃 Fri 3/02 | Comp Time Le | ▼ 0.25 | | • | | | • | | | | | |
| X there and Down | | • | | • | | | • | | | | | |
| | | • | | • | | | • | | | | | |
| 🗙 🕹 Fri 3/02 | | • | 7:54 | • | 15:34 | | • | | 7.5 | 7.75 | 38.0 | |
| × 🕹 Sat 3/03 | | • | | • | | | • | | | | 38.0 | |
| 🗶 🕹 Sun 3/04 | | • | | • | | | • | | | | | |

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Timecard	Schedule	People Reports More	e 🔻									
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	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X L	Sat 2/25	*			.			•	411070)			
Хţ	Sun 2/26							•				
Хţ	Mon 2/27	•		7:55	•	16:51		•		7.75	7.75	7.75
X土	Tue 2/28	۲		8:00		16:36				7.5	7.5	15.25
Хţ	Wed 2/29	•		8:02	•	16:37		•		7.5	7.5	22.75
X	Thu 3/01	•		7:58	•	16:29		Ť		7.5	7.5	30.25
Хţ	Fri 3/02	Comp Time Le 👻	0.25		•			•				
Xţ	Fri 3/02	×		7:54	•	12:00	12:30p	+	15:34	7.0	7.25	37.5
Xt	Sat 3/03	•			•							37.5
X	Sun 3/04											

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Timecard Schedule People Reports More 🔻												
TIMECARD Last Saved: 14:39 Name & ID O O O O O O O O O O O O O O O O O O												
Save Actions V P	unch 🔻 Amount 🔻	Accruals 🔻 Comme	ent▼ Approvals N	7 Overtime 🔻 Report	ts ▼	1	1		1	1	1	
Date	Pay Code	Amount	h	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	
X 🕹 Sat 2/25	•			•			•					
🛛 🛃 Mon 2/27	•		7:55	•	16:51		•		7.75	7.75	7.75	
🗙 🛓 Tue 2/28	•		8:00	•	16:36		•		7.5	7.5	15.25	
🗙 😫 Wed 2/29	•		8:02	•	16:37		•		7.5	7.5	22.75	
🔀 🖾 Thu 3/01	•		7:58	•	16:29		•		7.5	7.5	30.25	
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🔀 🛃 Fri 3/02	•		7:54	•	12:00 🔋	12:30	· · · · · · · · · · · · · · · · · · ·	15:34	7.0	7.25	37.5	
🗴 🕹 Sat 3/03	•			•		Add Cor	nment 🔻				37.5	
🔀 🕹 Sun 3/04	•			•			▼					

🕌 Add Comment

Comments

Family Illness FMLA Hardship Leave Inservice Other Personal School Business Training Worked Through Lunch

Note

worked 30 munite lunch instead of a hour	
上	
OK Capcel Help	

-

Employee is Out on School Related Activity and No Clocks or Computer is Available

- Select the day employee was out on a school related activity
- Key in the in time. Example 1:00p to 4:30p
- Add comment by right clicking time

K	RONOS" _	GENERAL 🔻 🕇 TIM	1EKEEPING 🔻	SCHEDULING 🔻	RECORD RETENTION	N 🔹 DEVIC	E MANAGER 🔻	DATA INTEGRATIO		L	og Off Chang	e Password Setup Help
Timecard Schedule People Reports More T												
*TIMECARD Last Calculated: 14:55 Name & ID Time Period Last Week												
Save	Actions 🔻 I	Punch 🔻 Amount 🔻	Accruals 🔻 Commo	ent▼ Approvals v	• Overtime • Repor	is ▼						
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Хţ	Sat 2/25	•			•			•				
X ţ	Sun 2/26	•		1:00p	•			•				
Хţ	Mon 2/27	•			ب			•				
Хţ	Tue 2/28	•			_ ∿			•				
Хţ	Wed 2/29	•		8:06	•	15:04	15:05	•	16:35	7.5	7.5	7.5
Хţ	Thu 3/01	•		8:04	•	16:39		•		7.75	7.75	15.25
Хţ	Fri 3/02	•		8:02	•	16:37		•		7.5	7.5	22.75
Хţ	Sat 3/03	•			•			•				22.75
X t	Sun 3/04	•			•			•				

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Timecard Schedule People Reports More ▼													
*TIMECARD Last Calculated: 14:56 Time Period Last Week													
Save Actions *	Save Actions Punch Accruals Comment Approvals Overtime Reports												
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative		
🔀 🖾 Sat 2/25	•			•			•						
🗙 🕹 Sun 2/26	•		13:00	v	16:30		•		3.5	3.5	3.5		
🗙 🕹 Mon 2/27	v		Add Corr	iment			•				3.5		
X 🕹 Tue 2/28	•		Edit	h 🔻			•				3.5		
X 🕹 Wed 2/29	•		8:06	•	15:04	15:05	•	16:35	7.5	7.5	11.0		
🗴 🕹 Thu 3/01	•		8:04	•	16:39		•		7.75	7.75	18.75		
× 🕹 Fri 3/02	•		8:02	•	16:37		•		7.5	7.5	26.25		
🗙 🕹 Sat 3/03	•			•			•				26.25		
🗴 🕹 Sun 3/04	•			T			•						

📥 Add Comment

Comments

Family Illness FMLA

Hardship Leave

Inservice

Other

Personal

School Business

Training

Worked Through Lunch

Note



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