

## KRONOS IMPLEMENTATION, 2012

- A Kronos badge is required to swipe in and out at the Kronos clock. Badges are made in the Human Resources Office in the Administration Building, between the hours of 8:00 a.m. - 4:30 p.m.
- If your badge gets damaged (folded, crimped, washed) it may not work and a replacement badge should be made.
- Use your Novell login and password to access Kronos on the computer. Please review your timecard in Kronos each week. In some cases, we have found the Novell login and Kronos login don't match and will prevent the employee from being able to login. If you have trouble logging into Kronos call the PAYROLL Office at 8026.
- Continue to complete the paper timesheet until the Payroll Office notifies your campus that it is no longer needed.
- The timesheet is to be submitted to the PAYROLL Office at the end of each pay period (see attached Payroll Calendar).
- If you cannot swipe or you forget to swipe in Kronos, an edit will need to be entered by the Kronos manager. Complete a Kronos Timecard Edit form and submit it to your manager ASAP.
- There is an automatic lunch deduction built into the schedule. When you swipe out and in for lunch it will override the automatic lunch deduct. If a lunch is not taken, the Kronos manager will need to make an edit to eliminate the lunch deduction. All Non-exempt employees are required to take a duty-free lunch.
- Aesop is to be used for all absences that are either a half-day (4 hours) or full day (8 hours) absence. All other time away from work will be automatically deducted from your accrued comp time. No additional entry is needed in Kronos or Aesop if time missed is not a half-day or full day.
- All hours worked over 40 will be accrued as earned comp time. If the hours are to be paid rather than being added to your comp time bank, the Kronos manager will need to make an edit in Kronos.
- Hours worked under 40 will be accrued as negative comp time. The negative comp time will not affect the employee's paychecks throughout the school year. However, a negative balance on June 30th will be deducted from the employee's vacation or personal leave days. If vacation or personal leave days are not available the hours will be docked at the employee's regular hourly rate.
- The comp time balance can be seen in Employee Self Service (ESS). Please check your comp time balance throughout the year and make every effort to have a zero (0) balance by the end of your calendar year. If you have trouble logging into ESS, please call the Help Desk at 8255.

- Travel time to and from a required off-campus meeting during the work day counts as compensable work time. Employees should not swipe out upon leaving the campus and then swipe in upon arriving to the meeting. However, employees should notify their supervisor that they are leaving the campus and follow all campus procedures related to leaving campus during the work day.
- If a work-related meeting is scheduled at a district location other than the home campus, and the meeting will last until the end of the work day; the employee should not swipe out prior to traveling to the meeting. Since all district buildings have Kronos clocks, the employee can swipe out when the meeting is over before traveling home.
- If a work-related meeting is scheduled at a non-district location (i.e., Region IV) travel time to and from the meeting can be compensable time, even if the time spent traveling is outside the regular work schedule. The supervisor will need to edit the Kronos timecard to insure employee is credited with the appropriate amount of time.
- Occasionally a non-exempt employee may be required to travel overnight or during the work day to attend an out-of-town meeting or conference. Depending on the particular factors surrounding the out-of-town trip, the travel time could be counted as compensable time. The employee and supervisor should confer regarding the amount of time needed for travel to and from the out-of-town meeting then contact Human Resources for clarification and instructions on how the time should be tracked for either payment or comp time.