UKG (KRONOS) MANUAL
Guide for Non-Exempt Employees

TO ENSURE ACCURATE PAY:

- Time stamp to record time. See pages 9 and 10.

- Review timesheet for missed punches. See page 13.
    - Missed Punch/Exception Form must be completed and approved for any missed punches. See pages 20 and 21.

- Review timesheet for absences. See page 11.
    - All absences must be entered.
    - Leave balances can be easily viewed to ensure proper selection. See page 11 and 12.

OTHER IMPORTANT ISSUES:

QUESTIONS?

- Please see your Timekeeper Manager if you have any KRONOS questions.

KRONOS ELECTRONIC TIMEKEEPING POLICY AND PROCEDURES

<u>**Overview**</u>
The District has implemented the KRONOS timekeeping system in order to automate the timekeeping process. This system will be used to replace handwritten timesheets for all non-exempt employees of the District. Absence records (e.g. vacation, sick days) will also be recorded in KRONOS.

The District will no longer allow automatic meal breaks in the KRONOS timekeeping system. This change will provide accurate documentation of actual hours worked and will require employees to clock in and out of the KRONOS timekeeping system when they are taking an uninterrupted meal break.

Employees will be required to use their District ID badge when recording time through a KRONOS time clock.

It is recognized that in certain situations (e.g. clock malfunctions) that it will be necessary to correct or enter missing data. These changes will be carefully documented on the MISSED PUNCH/EXCEPTION FORM so that it will be possible at all times to determine how a time detail record was computed.

It is the employee's responsibility to monitor his/her timesheet to ensure it accurately reflects time worked and to understand the correct procedures for clocking in and out, submitting the proper paperwork for missed punches, and transferring time (if necessary).

<u>**Official Time**</u>
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 referring to the official KRONOS records.

<u>**Methods for Reporting Time**</u>
The terms "clock-in", "punch in", "record time stamp", swipe in", or "swipe out" all have the same meaning. They refer to the action whereby an employee either slides his/her ID badge through the slot on a time clock or logs time through the web.

<u>**Daily Clock-In/Clock-Out Requirements**</u>
Non-exempt employees are required to "clock-in" and "clock-out" of KRONOS to record their time worked. On occasion, such as training courses held at other location, employees may be required to use a time clock at a different location or be clocked-in/-out manually by the Campus/Department Timekeeper Manager using a Missed Punch/Exception form.

<u>**Lunch Break**</u>
Non-exempt employees are required to "clock-in" and "clock-out" of KRONOS to record their uninterrupted Lunch Breaks.

Leaving the Facility

All non-exempt employees leaving the campus/facility site for any personal reason during the day must clock out when leaving and clock in when returning.

Location Transfers

If your job routinely involves movement from one campus/facility site to another throughout the workday and your department requires you to track travel time and time at each location, a transfer must be made at the clock to record each movement. For instructions, web users see page 14 and clock users see page 19.

Falsification or Tampering

Since KRONOS timekeeping records are considered an employee's official time record, falsification of time, tampering with timekeeping records, tampering with timekeeping equipment/hardware/software, or punching in for another employee is considered a serious offense and may require disciplinary action up to and including termination.

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense subject to disciplinary action up to and including termination.
- Punching in for an absent employee (a.k.a. "buddy punching") will also be considered a serious offense with both employees subject to disciplinary action up to and including termination.
- No employee should be in possession of another employee's badge at any time.
- Anyone interfering with other employees' use of time clocks shall be subject to disciplinary action.
- To tamper with KRONOS equipment, interfere with use of the clocks, punch in for someone else, or to otherwise falsify actual time worked will be considered a serious offense. Due to the severity of these infractions there will be immediate discipline enforced up to and including immediate termination.

The campus/department supervisor and the Human Resources Department will review the specific details of such an infraction and develop an appropriate response.

Employment Status Changes

All non-exempt employee rate changes, hours per day changes, and percent changes must take place at the beginning of a pay period.

Clock Problems

If any employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform the Campus/Department Timekeeper Manager. In this situation, a Missed Punch/Exception form must be completed. The Campus/Department Timekeeper Manager will notify the Technology Department of any issues related to the performance of clocks.

KRONOS Timekeeper Managers

A Timekeeper Manager has been assigned for each campus or department. This individual serves to edit punches, input absences, and approve time cards weekly. In order to edit punches and add pay codes for absence requests, the Timekeeper Manager must have a Missed Punch/Exception form or Absence from Duty form, which is signed by the employee and contains a signature from the supervisor documenting approval. KRONOS time detail must be approved (in the KRONOS system) by the payroll deadline. In order to accomplish this, time sheets should be reviewed and edited (if needed) on a daily basis.

KRONOS Timekeeper Supervisors

In addition to the Timekeeper Manager, each campus/department has a Timekeeper Supervisor assigned. Generally, this is the Principal or supervisor of the department. This individual serves to review approved time data for each employee and then sign-off on the Employee Transactions and Totals report generated from the KRONOS system. This report should then be forwarded to the Payroll Department by the due date.

Docked Pay

If non-exempt employees are absent and have used up all leave (sick, personal, or vacation), their pay shall be docked for the time missed based on their daily rate. Also, pay will be docked for non-exempt employees who fail to work the full number of scheduled hours during any given workweek.
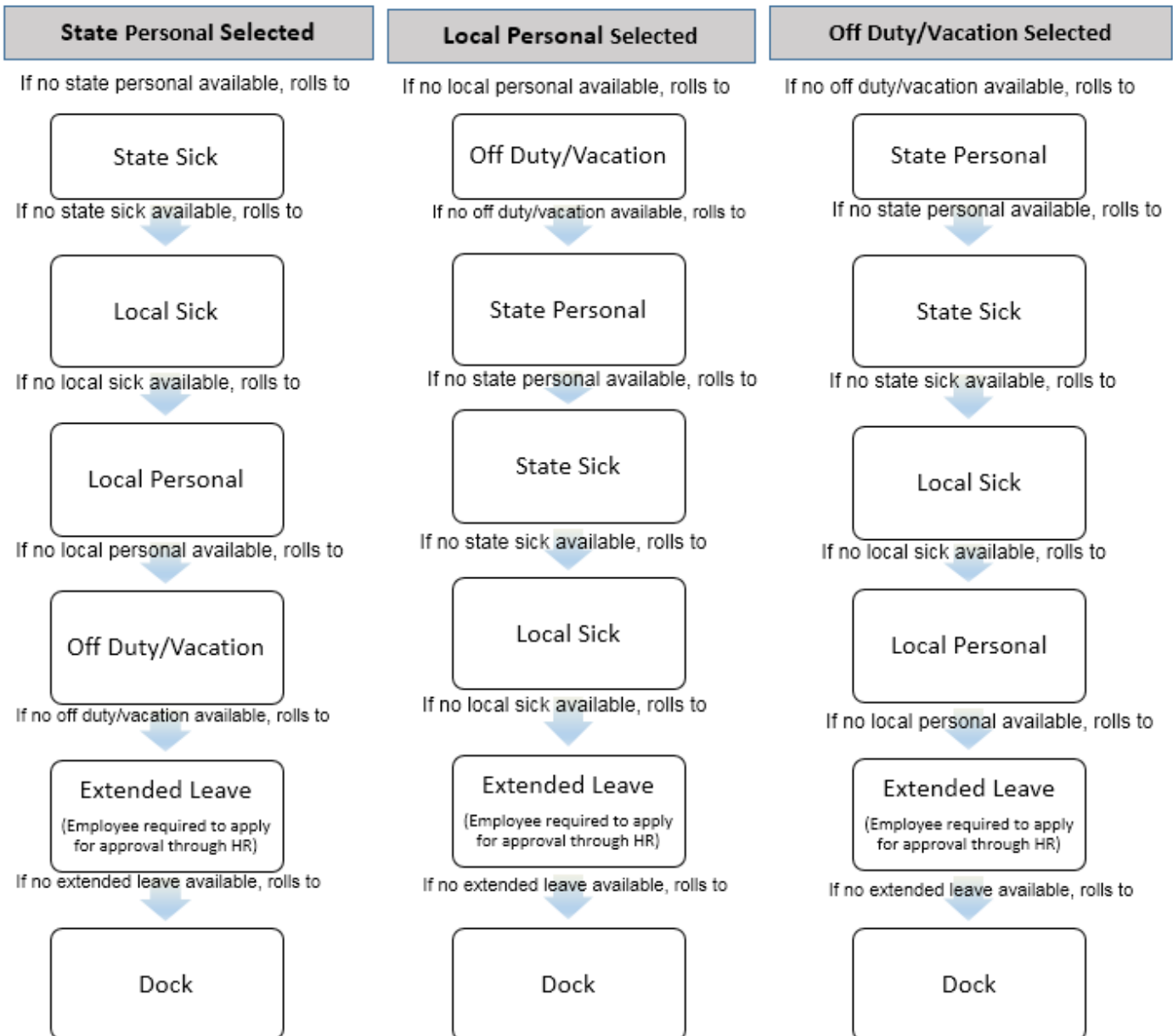
Recording of Leave and Order of Usage

Leave is posted based on information provided through the KRONOS Timekeeping system or the Frontline Absence Management system. Leave will not be changed at a later date if incorrect information was submitted. Therefore, it is imperative that the reason given for the absence is accurate and that employees are aware of the order of usage as outlined in the diagram on page 6. The initial submission of the leave type determines how leave is applied based on the balance in leave banks.

If an employee takes leave in excess of the amount earned, the employee's pay will be reduced for the time missed based on their pay rate.

Order of Usage Example
The leave type shaded in gray indicates the original leave type chosen. The corresponding order of usage is outlined below each type in the event that leave type is not available.

State Personal Selected

If no state personal available, rolls to

> State Sick

If no state sick available, rolls to

> Local Sick

If no local sick available, rolls to

> Local Personal

If no local personal available, rolls to

> Off Duty/Vacation

If no off duty/vacation available, rolls to

> Extended Leave
> (Employee required to apply for approval through HR)

If no extended leave available, rolls to

> Dock

Local Personal Selected

If no local personal available, rolls to

> Off Duty/Vacation

If no off duty/vacation available, rolls to

> State Personal

If no state personal available, rolls to

> State Sick

If no state sick available, rolls to

> Local Sick

If no local sick available, rolls to

> Extended Leave
> (Employee required to apply for approval through HR)

If no extended leave available, rolls to

> Dock

Off Duty/Vacation Selected

If no off duty/vacation available, rolls to

> State Personal

If no state personal available, rolls to

> State Sick

If no state sick available, rolls to

> Local Sick

If no local sick available, rolls to

> Local Personal

If no local personal available, rolls to

> Extended Leave
> (Employee required to apply for approval through HR)

If no extended leave available, rolls to

> Dock

Acknowledgement of Policy and Procedures

As an employee of the Conroe Independent School District, I understand that I am a nonexempt hourly employee. I further understand that according to the Department of Labor, Conroe ISD is required to pay me for the actual hours I work. Therefore, I agree that I will not start to work without recording my time through the KRONOS electronic timekeeping System or documenting my time on the Missed Punch/Exception form or work after I have clocked out for the day without recording my time. I understand that if I work without documentation of hours worked or if I tamper with timekeeping records, punch in or out for another employee, or in any other way falsely record time that I am falsifying records and that this will be considered a serious offense, subject to disciplinary action up to and including termination. It is my responsibility to monitor my time and be held accountable for the hours worked and any edits, absence entry or corrections that need to be made.

_____ Employee No._____

Employee's Name (Please print)

_____ Date _____

Employee's Signature

Campus/Department _____

Web Users
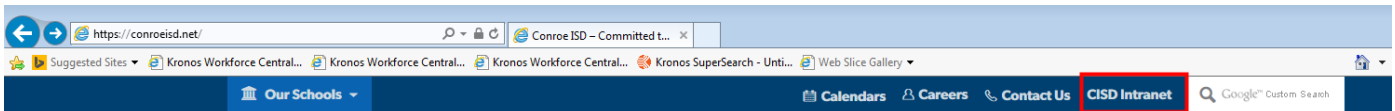
Navigate to the Conroe ISD Home Page > Select CISD Intranet or default homepage my.conroeisd.net
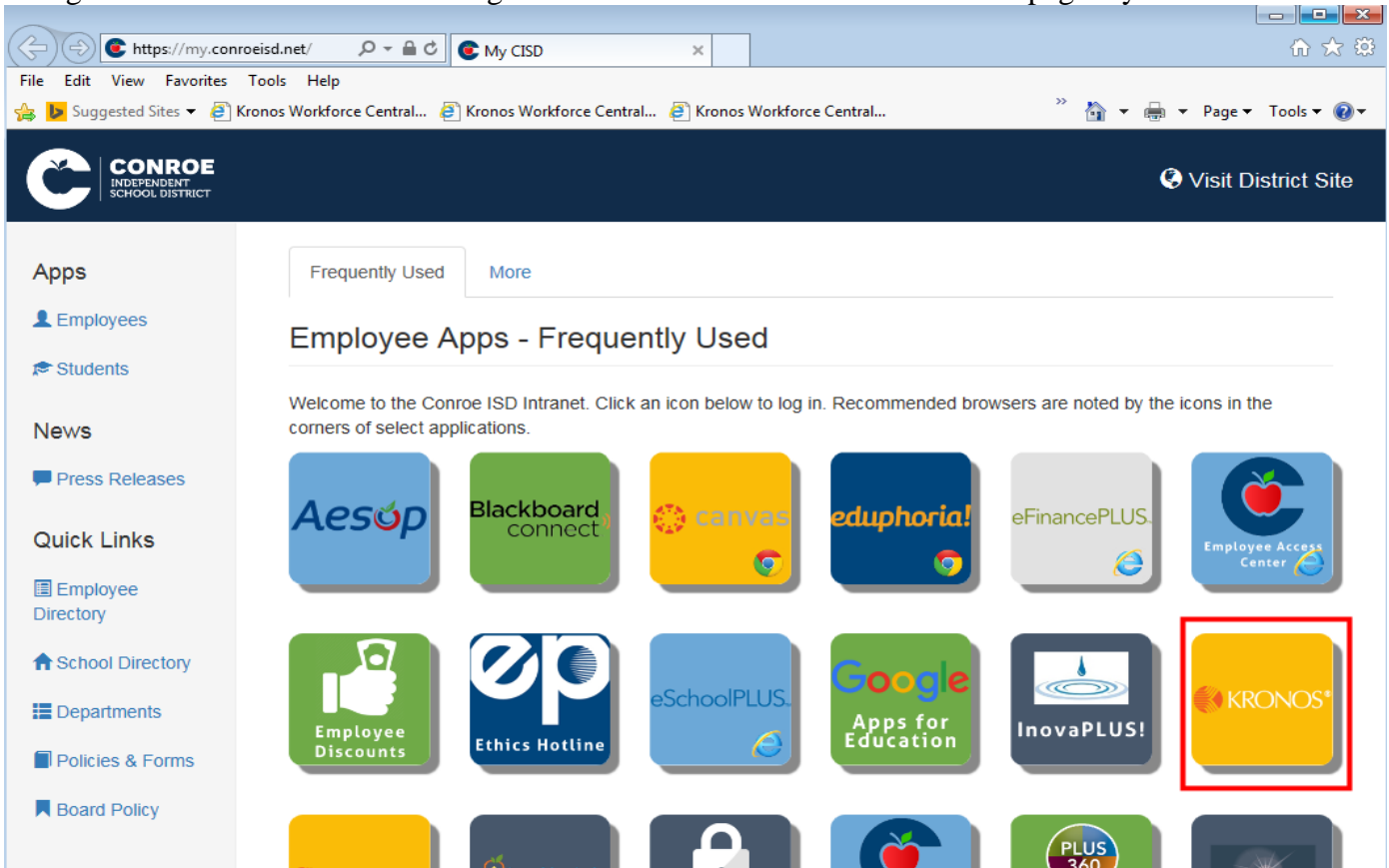
Select Orange Kronos Tile
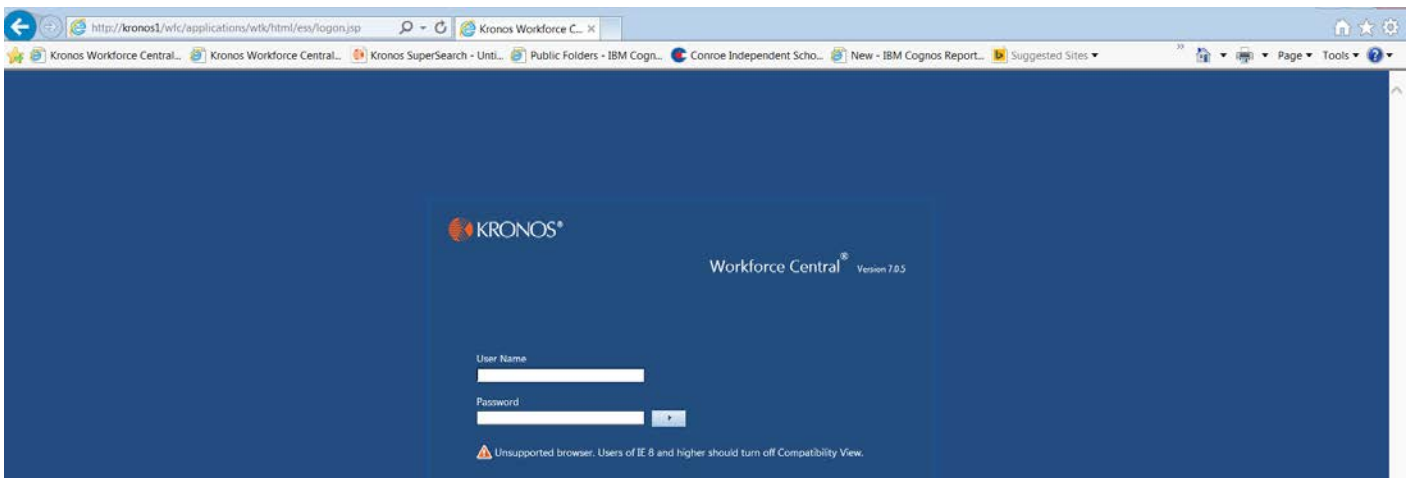
Log onto Workforce Central:

Enter your User Name and Password. This is your EMPLOYEES domain username and password.

To clock-in/-out, click on the RECORD TIME STAMP button.

Review Recorded Time and Click OK, and Log Off

To view your time card:

Understanding your time card:

- **BE SURE ABSENCES HAVE BEEN ENTERED**

To view your Leave Balances, Select Home:

Select My Reports:

Select "My Accrual Balances and Projections", Enter As of Date = Today's Date, and Select View Report

Review Leave Balances and select Return when complete

MY ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 5/09/2015
Name: doe, tommy

Printed: 5/15/2015
ID: 123458

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Comp Time Available	Hour	0.0	5/09/2015	0.0	0.0	0.0	0.0
Extended Sick	Hour	0.0	5/09/2015	0.0	0.0	0.0	0.0
Pers-Local	Hour	-8.0	5/09/2015	0.0	0.0	-8.0	-8.0
Pers-State	Hour	-2.0	5/09/2015	0.0	0.0	-2.0	-2.0
Prior Off Duty	Hour	0.0	5/09/2015	0.0	0.0	0.0	0.0
Sick Local	Hour	0.0	5/09/2015	0.0	0.0	0.0	0.0
Sick State	Hour	0.0	5/09/2015	0.0	0.0	0.0	0.0
Vacation-Curr Off Duty	Hour	-2.0	5/09/2015	0.0	0.0	-2.0	-2.0

Review missed punches

Missed punch/exception form required for missed punches

Transfers

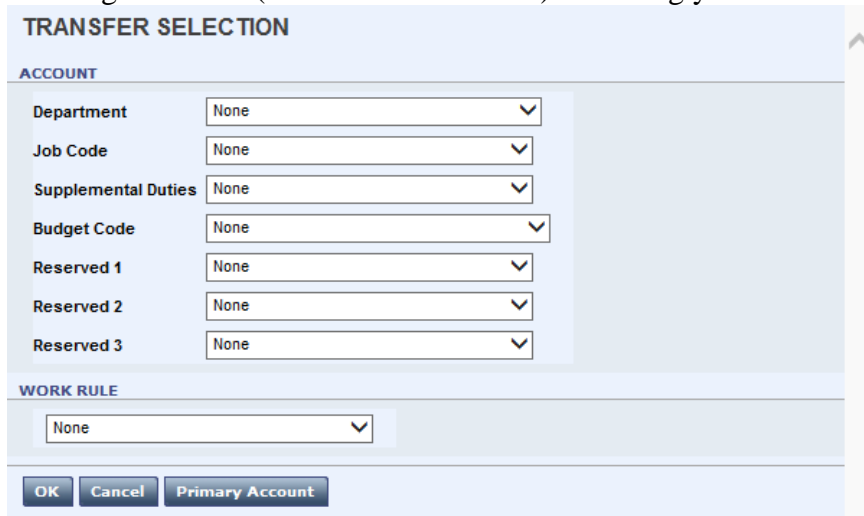If you need to transfer your time to a different location or transfer to a supplemental duty, click magnifying glass for TRANSFERS in the TIME STAMP page and click on search.
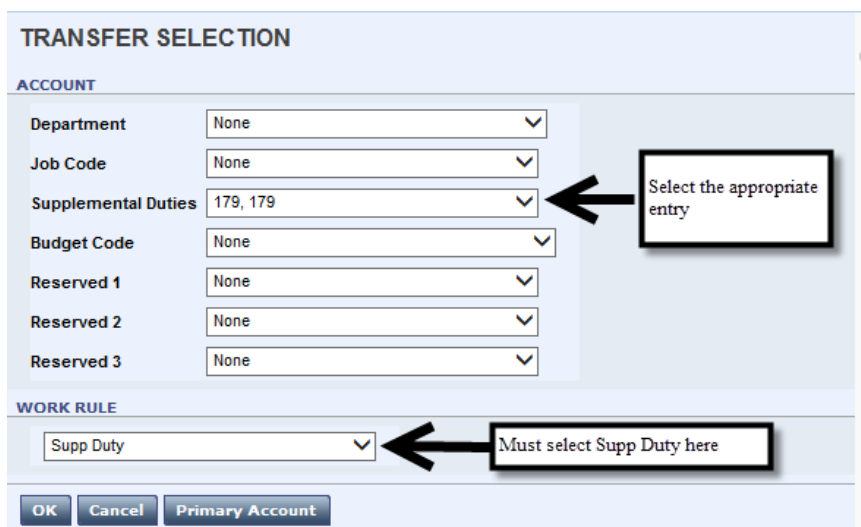

Clicking on search (from the transfers list) will bring you to this screen:

Do not complete the Department or Job Code sections.

If you're transferring to a supplemental duty, select the "Supplemental Duties" from the drop-down list.

On Supplemental Duty transfers you also need to select Supp Duty on the Work Rule drop- down, and then click OK**:**

After clicking OK you will be taken back to the Time Stamp screen, where you will need to click the RECORD TIME STAMP button to record the transfer:

VERY IMPORTANT !!!

When returning from a transfer……………

If you are finished working for the day (or finished with your shift), all you need to do is Record Time Stamp.

If you are going back to your REGULAR job, then you need to transfer yourself back to your home location using the following transfer steps.

Click magnifying glass for TRANSFERS in the TIME STAMP page and click on search.

Click on the Supplemental Duties Drop down

Select "**0, Default**"

Select Work Rule "**Supp Duty**", and click OK

Then click on Record Time Stamp to complete the transfer back to your home location:

Clock Users

KRONOS Clock Functions

Change Job Location
1. Press **Function Key 1**.
2. The default 3-digit Job Code (i.e. 001) will appear.
3. Press Enter to accept the default Job Code. If the default Job Code is incorrect, clear the code and enter the appropriate code (i.e. 444), and press Enter.
4. When prompted for badge, swipe your badge.

Call Back
1. Press **Function Key 3**.
2. When prompted for badge, swipe your badge.
3. When finished with Call Back, swipe out as you normally would.

Supplemental Duty
1. Press **Function Key 4 for Pay 179**. This will be used for supplemental pay to various budget codes.
2. When prompted for badge, swipe your badge.

Stop Work Rule
Use to stop Supplemental Duty transfers – do not use for stopping Call Back.
1. Press **Function Key 12**.
2. When prompted for badge, swipe your badge.

View Last Punch
1. Press **Function Key 10**.
2. When prompted for badge, swipe your badge.

Missed Punch/Exception Form

CONROE INDEPENDENT SCHOOL DISTRICT *Committed to Excellence*

Employee Name _____   **Campus/Department** _____

Payroll ID# (6 digit) _____   **Pay Period** _____

Missed Punch

			Check Reason						
Date	**Time In**	**Time Out**	**Forgot Punch**	**Lunch**	**Lost Badge**	**Double Punch**	**Field Trip**	**Other**	**Explanation**

Warning

Reason	Number	Employee's Signature

I authorize the correction to my KRONOS timecard selected above.

_____   _____
Employee Signature   **Date**

_____   _____
Principal/Supervisor   **Date**

For Office Use Only

_____
Adjusted By

_____
Date

Missed Punch/Exception Form Instructions

When you have missed a punch or need to report an exception/absence on your timecard please fill out a Missed Punch/Exception Form. This form will notify your supervisor of the necessary correction.

Instructions:

Please fill in your Name, Employee ID, Campus/Department and Pay Period for correction.

If you have missed a punch:

Date: Date you missed the punch
Time In/Time Out: Indicate what time the punch should have occurred
Check Reason: Check reason or other if reason is not listed
Explanation: Detail reason (required if other is checked)

For example, say you forgot to punch out on March 12 at 12:15 p.m.   This is how the missed punch should look.

Missed Punch			Check Reason						
Date	Time In	Time Out	Forgot Punch	Lunch	Lost Badge	Double Punch	Field Trip	Other	Explanation
3/12/06		12:15 pm	X						

Form must be signed by both employee and Principal/Supervisor.