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Kronos Overview
Kronos is a time and attendance system that will be used to:
- capture time in/out for work, apply pay rules and send information to Payroll for calculating employees’ pay
- track Paid time Off (PTO) balances (vacation, personal, holiday, winter break, etc.)
- reduce payroll errors and paper flow, increase data accuracy
- help with compliance, and save time through payroll process improvements

Note:
- Kronos is the system of record for employee’s worked hours.
- HRMS is the system of record for employee pay. This includes an employee’s earnings, Short-term Disability (STD), Worker’s Compensation, PTO, etc.

Ideal computer browser and system requirements for using Kronos

System Requirements
Browsers:
Internet Explorer 7, 8, 9, 10
Internet Explorer 10 – must be in Compatibility Mode, see instructions below
Firefox 4.x, 5.x, 6.x, 7.x
Apple Safari 5.x running on OS-X 10.7 only

Operating Systems:
Windows 7 (32 & 64 bit) – when using 64 bit, the 32 bit version of Internet Explorer must be used
Windows XP
Macintosh OS-X 10.7 only

Other Software:
Adobe Flash Player 11.1
Java 6.27 - minimum

NOTE: This software is not optimized for use on any mobile devices (iPhone, iPad, etc.)

Time-Out Warning
Kronos will time-out 60 minutes after logging in. The user will see a prompt, asking whether they wish to continue or log out.

Technical Support & Trouble-shooting
The Dartmouth College Technical Support Document for Kronos is available online. It contains details regarding possible Problems when Logging into Kronos, including:
- Security Errors
- Java Errors
- Compatibility Mode
- Kronos Support

Employees with questions on how to use Kronos should contact either their Kronos approver or Finance Center for guidance on how to proceed.
**Accessing Kronos**

To access Kronos, use the following URL: https://kronos.dartmouth.edu

**Log-In to Kronos**

To log-in you will use your Dartmouth NetID and password, the click ‘Continue’.

When you are ready to logoff of Kronos click on the Sign Out link at the top of the Navigation Bar located on the left side of your screen.

After logging out of Kronos, you will see the screen below. If you are using a shared computer, you should also log-out of the Dartmouth Web Authentication system.
After you log-out of the Dartmouth Web Authentication system, you will see the screen below.

How to save the Kronos URL as a favorite

Saving the Kronos link as a favorite does not work automatically since it uses an incorrect address. These instructions will show you how to reassign the URL address to the correct location.

1. Click on URL: https://kronos.dartmouth.edu
2. Click on Add to Favorites.
3. ‘Right-click’ on the new saved Favorite link.
4. Select Properties.
5. Copy the above URL address into the URL section and then click on Apply.
Dartmouth College Procedures and Expectations of Time Reporting for Hourly Staff and Student Employees

Employee Responsibilities

All hourly employees are responsible for the following:

- An employee is required to accurately record all time worked through the approved timekeeping system.
- An employee acknowledges that by swiping a clock or entering time using the web entry form, he or she is attesting that the entry is accurate and correct and that any false entry or omission is grounds for corrective action, up to and including termination of employment.
- An employee is required to follow his or her assigned work schedule unless changes are approved in advance by his or her supervisor or unless there is an employment-related emergency that requires the employee to work outside of that schedule. If an employment-related emergency necessitates that an employee work prior to signing in or after signing out, the employee using a time clock must report the time worked to his or her supervisor and approver (if they are not the same individual) within twenty-four (24) hours or in all cases before the end of the workweek so that he or she can be paid for the time worked. An employee using the web entry form must update their time record prior to the end of the pay period.
- All employees who work more than 5 consecutive hours are expected to take a 30-minute meal break. For non-exempt employees, the meal break will be unpaid. Non-exempt employees who wish to work through their meal break must obtain advance authorization to do so from their supervisor. Employees will be paid for all hours worked.
- An employee must not request or permit an unauthorized employee to report his or her time worked and must not report time worked for another employee unless authorized to do so.
- An employee must not falsify or incorrectly report the time worked of another employee or instruct or advise another employee to falsify or incorrectly report time. Any of these actions are grounds for corrective action, up to and including termination.
- An employee who has knowledge of another employee’s falsification, incorrect, or improper recording of time worked must report this information immediately to a supervisor, Human Resources or Payroll. This call can be anonymous and the reporting employee will be protected from any retaliation.
- An employee who has good faith knowledge that a supervisor or approver is violating any part of this Policy must report it to the Compliance and Ethics Hotline by calling 888-497-0516 or filling out a report on the Hotline website: https://secure.ethicspoint.com/domain/media/en/gui/35378/index.html. This call can be anonymous and the reporting employee will be protected from any retaliation.
- An employee must review any changes made to their recorded time and sign or initial each change.

Supervisor Responsibilities

All supervisors are responsible for the following:

- Supervisors must ensure that employees are paid for all time worked.
- Supervisors may not falsify, alter, or incorrectly report time worked by an employee, or instruct or advise an employee to do the same. Any of these actions are grounds for corrective action, up to and including termination.
- Supervisors must encourage that an employee who has worked 5 consecutive hours has a meal period free from any work responsibilities.
- Supervisors must ensure that an employee who misses a meal period or whose meal period is interrupted is paid for the meal period.

1 This information is adapted from its original source.
• Supervisors must ensure that they review all timekeeping records and submit corrections for any errors or omissions before they are submitted for payment or after payment, if necessary.
• Supervisors must discuss and document any changes to the timekeeping record created by an employee and have the employee record their consent to the change. If the employee disputes the accuracy of any time adjustments, for wage payment purposes the dispute must be resolved in favor of the employee absent indisputable evidence that the adjusted time is correct. Under no circumstances may an employee be paid for less time than he or she actually worked. Supervisors should report disputes that are not resolved to Human Resources.
• Supervisors must complete Employee Time Management training upon hire or promotion into a management role and on a periodic basis thereafter, as required by Human Resources and Payroll.

**Approver Responsibilities**

All approvers are responsible for the following:

• Approvers are expected to follow the standard reporting protocols to notify supervisors of recorded employee time in advance of approving that time.
• At least bi-weekly, approvers are expected to send reports of employee time to the appropriate supervisor(s) for each employee in the approver’s area.
• Approvers may not alter time worked by an employee without written authorization from the employee's supervisor.
• Approvers must ensure that they make any authorized adjustments to timekeeping records to correct any errors or omissions before they are submitted for payment or after payment, if necessary.
• Approvers may not falsify or incorrectly report times worked by an employee, or instruct or advise an employee to do the same. Any of these actions are grounds for corrective action, up to and including termination.
• Approvers must follow up with Supervisors to ensure that proper documentation exists for any changes to the timekeeping record created by an employee. In the absence of proper documentation, Approvers should process the payment based on the record created by the employee.
• Approvers, who are not the supervisor, are not expected to use their role to address concerns about the irregularities and/or errors in another employee's time records. Approvers should report those concerns to management and process payments based on the records available to the Approver.
• Approvers must complete Employee Time Management training upon hire or promotion into an approver role and on a periodic basis thereafter, as required by Human Resources and Payroll.

**Finance Center Responsibilities**

The Finance Center staff will serve as a first point of contact for providing general assistance to employees and Kronos system approvers.

As a unit, Finance Centers are responsible for the following:

• Periodically run reports (Weekly, Daily, Bi-Weekly) to audit exceptions in the areas of your responsibility.
• Contact Approvers if exceptions are found to work towards resolution.
• Run, review and email reports to ensure all areas are approved by employees and approvers; contact areas that are not completed.
• Sign off on areas of responsibility.
• Contact Payroll to alert them when ready to export/import hours from Kronos to Oracle HRMS.
Payroll Responsibilities
As a unit, the Payroll Office is responsible for the following:

- Receive notification that timesheets have been approved and signed off on.
- Run import from Kronos to Oracle HRMS.
- Run reports to ensure all hours have been imported from Kronos to Oracle HRMS.
- Run other reports and send appropriate reports to Finance Center.
- Complete payroll so checks run on time.

Employee Best Practices

- Each day, enter exact time worked or Paid Time Off (PTO) used. If you do not enter daily, you must ensure time is entered and saved before leaving work at the end of your scheduled hours at the end of the pay period. **All time worked must be entered by the end of the pay period (11:59pm Saturday).**
- If your scheduled time off coincides with the end of a pay period, enter your PTO time in advance.
- Be sure to always click the Save Button when you’ve completed entering your time. If you forget to click the ‘save’ button, all the data entered will be lost.
Navigation & Timecard Basics for Employees

Once you have logged on to Kronos, you will see the screen below. The My Timecard View has several key points:

- **Menu Bar** contains the Save button along with options for selecting other timekeeping tasks.
- Totals including shift/daily and cumulative.
- The My Timecard daily details contains dates, pay codes, amounts, in’s and out’s, and transfers. Transfers are used by employees with more than one position at the college to indicate which hours s/he spent working in which position for that period of time (shift).
- Icons in the first two columns are used for inserting rows and deleting erroneous data.

On the bottom of the screen you will find the Totals & Schedule, Accruals and Audits Tabs section. The Totals & Schedule, Accruals and Audits tabs will appear for every employee. Additional tabs labeled Comments, Moved amounts and Sign-offs, Requests & Approvals will also appear if they apply to the employee’s time data.
Getting Started

**Recording Time Worked:**
Select the row with the date you need to enter worked time. Click on the ‘In’ cell and enter the time that you started working. You have many options for typing the time (including military time), but the system will always assume ‘AM’ if it is not specified. For example, if you began working at 7:30 am, you could enter any of the following:

- 730
- 7:30
- 7:30a or 7:30am

Enter the time that you stop working, (typically a lunch break) into the ‘Out’ cell on that same date. When returning from lunch, enter the return time in the next ‘In’ cell on that same date and when leaving for the day, enter the end time in the ‘Out’ cell again, on the same line. Remember, if time is entered without a ‘p’, ‘pm’ or military time after 11:59am, Kronos will assume an ‘AM’ time. For example, to enter the time 4:30pm, one could enter any of the following:

- 430p or 430pm
- 1630
- 4:30p or 4:30pm
- 16:30

Notice below a possible time entry for an employee with a 7.5 hour day on Monday, 10/21 and the possible time entry for an employee with an 8 hour day on Tuesday, 10/22. The totals under the ‘Shift’, ‘Daily’ and ‘Cumulative’ columns calculate automatically based on the time entered in the ‘In’ and ‘Out’ columns.

Be sure to always click the Save Button when you’ve completed entering your time.

**NOTE:** During holiday payroll cycles, it may be necessary to require hours to be entered prior to the typical deadline. If this occurs, you will receive additional instructions.

**Recording time for more than one hourly-paid position**
Employees who have more than one position (also called an assignment) at Dartmouth College must attribute their time worked to the corresponding position. The Kronos time system automatically attributes all time entered as if it were being paid from the position considered one’s ‘default’ or primary position. For this reason, **employees must ‘transfer’ their worked time for any non-default positions.** This is done using the ‘Transfer’ drop-down that is located between the ‘in’ and ‘out’ times for each shift.

To attribute your time to a position that is not your default:
1. Click the ‘down arrow’ inside the cell in the ‘Transfer’ column.
2. Click on ‘Search’. This will open a new window, which lists the various positions that you have been hired into.
3. Select the correct position, then click OK.

**NOTE:** If you are not already aware of which is your ‘default’, you will be able to verify it thru this screen. (See example below.)
This new assignment will appear in the ‘Transfer’ box between the times entered for that ‘in’ and ‘out’ (shift), as shown below.

Be sure to always click the Save Button when you’ve completed entering your time.
Multiple in/outs on same day (inserting additional line)

Employees must add a line if s/he works more than 2 ‘shifts’ (segments of time ‘in’ and ‘out’) in one date or uses Paid Time Off (PTO) hours for a portion of a day.

To add a line, simply click the button to the left of the date for which you need to add an additional data entry line. A second line for the same date will appear. If entering PTO time, it must be on its own line, then the time worked is recorded on a different line. The order does not matter. The image below shows an employee using vacation during the work week, still resulting in a 37.5 hours of paid time for the Sunday-Saturday work week.

Be sure to always click the Save Button when you’ve completed entering your time.

Recording overnight hours on the last night of the pay period

Employees whose shift is continuous from one pay period to another will split their hours between the pay periods. The employee will record their ‘out’ time on the last date of the pay period as 11:59pm and start a new ‘in’ shift at 12:00am on the first Sunday of the next pay period.

The example below illustrates how this will be recorded in Kronos for an employee who worked from 11pm to 2am on the last Saturday of a pay period.

1. Enter time worked in the ‘in’ and ‘out’ cells, breaking the time at 11:59pm.
2. Click the Save Button
3. ‘Right-click’ in the cell of the second ‘in’ time (starting at 12:00am).
4. Select ‘Edit Punch’.

5. From the ‘Edit Punch’ pop-up window, select ‘New Shift’ from the ‘Override’ drop-down menu.

6. Click [OK].

7. Notice that time starting with 12:00 am is now moved to Sunday of the next pay period (in this example, Sun 11/17/13).

8. Click the [Save] button when complete.

9. View both the ‘Previous Pay Period’ and the ‘Current Pay Period’ to verify that the new shift is applied correctly, as shown:

   **MY TIMECARD**
   Last Calculated: 3:11AM
   Name & ID: Test - Why Non Union | TEST01
   Time Period: Current Pay Period

<table>
<thead>
<tr>
<th>Day</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 11/17</td>
<td></td>
<td>12:00AM</td>
<td></td>
<td>2:00AM</td>
<td></td>
<td></td>
<td></td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

   **MY TIMECARD**
   Last Saved: 3:08PM
   Name & ID: Test - Why Non Union | TEST01
   Time Period: Previous Pay Period

<table>
<thead>
<tr>
<th>Day</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 11/16</td>
<td></td>
<td>7:00PM</td>
<td></td>
<td>11:00PM</td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Mon 11/11</td>
<td></td>
<td>7:00PM</td>
<td></td>
<td>11:00PM</td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Tue 11/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Wed 11/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Thu 11/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Fri 11/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Sat 11/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Sun 11/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
<tr>
<td>Mon 11/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>71.5</td>
<td>71.5</td>
<td>71.5</td>
</tr>
</tbody>
</table>
Changing the chart string (budget account number) used to pay your time

Each position held by an employee is automatically charged to chart string(s) according to their Labor Schedule. (Questions regarding one’s Labor Schedule should be directed to the Finance Center.) In very rare occasions, an employee’s time may need to be charged to a different chart string. If this occurs, the employee must leave a ‘Comment’ for their approver to request an ‘override’ of the chart string and give the approver the exact chart string to which that shift should be charged. See ‘Create a Comment’ for details on how to create a comment in Kronos.

If an employee is not at work at the end of the pay period:
Employees who are unexpectedly out of the office at the end of the pay period can log-in to Kronos from any computer with internet access and enter their hours prior to the end of the pay period (11:59pm Saturday).

If an employee is unable to log-in to Kronos, s/he must:
1. Contact their supervisor to let them know which hours need to be recorded in Kronos for the previous pay period prior to the timecard deadline.
2. Your supervisor will send an email to the time approver (cc'ing the employee) so the hours can be entered into Kronos before the timecard details are sent to the Payroll Office.

Changes after the pay period has ended must follow the appropriate Timecard Correction Process.
Attributing Overtime hours to a non-default assignment

Note: This section is only applicable to employees with more than one hourly position/assignment paid by Dartmouth College. If an employee has only one position/assignment, it will be charged correctly.

Kronos automatically assigns overtime (any time worked over 40 hours in a Sunday-Saturday workweek) to the last hours reported in Kronos for the workweek. In some cases, this will be an accurate allocation of overtime, but in others it will result in charging the employee’s overtime to the wrong position (assignment).

In the example below, an employee has worked 45 hours in one week, but the overtime needs to be assigned to the non-default position (assignment) where the employee worked on the Sunday (11/10/13) for 5 hours, rather than to the hours worked in the default position (assignment) on Friday (11/15/13).
If ever uncertain which position is being 'charged' overtime, look at the 'Daily' totals, rather than 'All' or 'Cumulative'.

To view:
1. Highlight the date you wish to see (in this case, Sunday, 11/10/13).
2. Select 'Daily' from the drop-down menu in the 'Totals & Schedule' section in the lower-left portion of the screen. You will see only the totals for that particular date.

Note the details in the views below:
The 'Daily' total 5 hours for Sunday, 11/10/13 are recorded as 'Reg' (regular), while there are 5 hours attributed to 'OT' (overtime) on Friday, 11/15/13. This must be corrected.

To make this change, the employee must 'move' the hours for both dates.
Moving hours from ‘Reg’ to ‘OT’:

1. **Select ‘Daily’ total view** (in this example, Sun 11/10/13).

2. **‘Right-click’ on the hours you need to move to overtime and click ‘move’**.

3. In the new window (Move Amount), select ‘OT’ from the drop-down menu.

4. **Type the number of hours to be moved** (in this example, 5.0).

5. If you’ve used the ‘Daily’ totals, the date of the hours will already be accurately recorded in the ‘Effective Date’ text box (in this example, Sun 11/10/13).
6. Click in the ‘Transfer’ drop-down box and select ‘search’. Select the correct position/assignment from the jobnet list and click OK.

Note: if you do not select a transfer assignment, Kronos will assume you are transferring to your ‘default’ assignment.

7. If you want to add a comment to describe the action, click Comments →.

8. Enter free text, then click OK.

9. Click the Save Button. The change can be viewed in the ‘Totals & Schedules’.
The process is the same, only in reverse for moving hours from 'OT' to 'Reg':

1. **Select the ‘Daily’ total view** from the drop-down menu (in this example, Fri 11/14/13).

2. **‘Right-click’ on the hours** you need to move (in this case, to overtime) and **click ‘move’**.

3. In the new window (Move Amount), **select ‘Reg’** from the drop-down menu.

4. **Type the number of hours** to be moved (in this example, 5.0).

5. If you’ve used the ‘Daily’ totals, the date of the hours will already be accurately recorded (in this example, Fri 11/14/13).
6. Click in the 'Transfer' dropdown box and select 'search'. Select the correct position/assignment from the Jobnet list and click OK.

Note: if you do not select a transfer assignment, Kronos will assume you are transferring to your 'default' assignment.

7. If you want to add a comment to describe the action, click Comments ➔.

8. Enter free text, then click OK.

9. Click the Save Button.

The change can be viewed in the 'Totals & Schedules'.
The totals for this week’s overtime hours are now accurately recorded. If there is any confusion, employees should contact their approver or finance center for assistance to correctly move overtime.

Be sure to always click the Save Button when you’ve completed entering your time.

View or delete moved hours
Click the ‘Moved Amounts’ tab to see which hours were moved to or from different dates.

If you made a mistake and need to delete a ‘move’, highlight the row that needs to be deleted, then right-click and select ‘delete’.

There is a warning pop-up, asking whether you intend to delete the ‘move’. Click ‘yes’.

Click the Save Button. The ‘move’ will be deleted.

If there is any confusion, employees should contact their approver or finance center for assistance to correctly move overtime.
Recording Paid Time Off (PTO)

Record Paid Time Off (PTO)
If you are using your available personal or vacation hours on a day you are not working, you must record those hours in Kronos.

To change the pay code, follow these instructions:
1. Click the drop-down arrow in the ‘Pay Code’ section of the date of the day you used PTO.
2. Select the ‘appropriate code for your PTO (see PTO Pay Codes chart for correlation of codes).
3. Enter the number of hours you wish to use in the ‘Amount’ column to the right.
4. Be sure to always click the Save Button when you’ve completed the entry.
Note: You must have that number of hours available to use!

In the image below, the employee used 7.5 hours of vacation time on Thursday, October 24th.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
<th>Shift</th>
<th>Daily</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 10/23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 10/24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 10/25</td>
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</tbody>
</table>

Be sure to always click the Save Button when you’ve completed entering your time.

While every effort is made to be certain that PTO balances in Kronos are accurate, there may be extenuating circumstances when they are not. For that reason, Kronos will allow employees to ‘go negative’ in Personal or Vacation hours. In these situations, the employee must have the approval of their immediate supervisor. Concerns about inaccurate balances should be directed to one’s supervisor.

The employee will see a pop-up warning if s/he is entering vacation or personal hours that result in a negative balance in Kronos.

PTO Pay Codes (an abbreviated listing):

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td>Bereav</td>
<td>Bereavement time</td>
</tr>
<tr>
<td>Civil Duty</td>
<td>Civil</td>
<td>Volunteer Fire Fighters, Volunteer EMTs, National Guard, Air Guard, etc.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Hol</td>
<td>Holiday pay (when not worked)</td>
</tr>
<tr>
<td>Holiday Worked</td>
<td>HoIWrked</td>
<td>Used when working on a Holiday to receive holiday pay</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Jury</td>
<td>Jury Duty time</td>
</tr>
<tr>
<td>Military Leave</td>
<td>Mil</td>
<td>Military Leave for Reserves Active Duty or for deployment</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>To be used by instruction from the College (i.e. college closures, etc.)</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>Overtime</td>
<td>OT</td>
<td>Overtime (hours worked over 40/week)</td>
</tr>
<tr>
<td>Personal Time</td>
<td>Per</td>
<td>Personal Leave for both fiscal and calendar year PTO accruals</td>
</tr>
<tr>
<td>Vacation</td>
<td>Vac</td>
<td>Vacation for both fiscal and calendar year PTO accruals</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Winter Brk</td>
<td>Winter break taken</td>
</tr>
</tbody>
</table>
Disability, Worker’s Compensation and Parental Leave
The following hours types are administered centrally by the Benefits Office of Human Resources. They will not be recorded in Kronos.

Short-term Disability
An employee is not eligible for disability until s/he has been away from work for five days. In these situations, the employee (or his/her supervisor or approver) is expected to enter the initial five days of PTO (if available) for an employee. After this initial five day period, any time an employee is using in disability (short-term or long-term) will be coordinated by the HR Benefits Department. All questions related to this should be directed to the HR Benefits Disability Administrator in Human Resources. Information related to employee benefits is available online.

Parental Leave
Employees requesting to use parental leave benefit should coordinate this directly with the HR Benefits Department. Paid parental leave will not be entered into Kronos. All questions related to this should be directed to the HR Benefits Disability Administrator in Human Resources. Information related to employee benefits is available online.

Worker’s Compensation
If an employee is injured at work, s/he must report the injury to the Office of Risk and Internal Controls Services. The employee will receive instruction from the Office of Risk and Internal Controls Services regarding their level of benefits after they have received the written report. In most situations, there is a waiting period of a few days prior to any paid Workers’ Compensation benefit when the employee may choose to use his/her PTO time to continue their pay until a determination of eligibility is made.

The workers’ compensation benefit is coordinated by the Office of Risk and Internal Controls Services and HR Benefits Department. All questions related to this should be directed to Office of Risk and Internal Controls Services. Information related to reporting employee injuries is available online.

Record Holiday Time (when not worked)
Employees without schedules must indicate a college-recognized paid Holiday day by entering the pay code and number of hours for which s/he should be paid according to their regularly scheduled work hours.

Note: Temporary employees are not eligible for paid college holidays.

To change the pay code, follow these instructions:
1. Click the drop-down arrow in the ‘Pay Code’ section of the date of the college holiday
2. Select the ‘Hol’ pay code.
3. Enter the number of hours you wish to use in the ‘Amount’ column to the right.
4. Be sure to always click the Save Button when you’ve completed the entry.

The example below shows a completed entry of an employee’s timecard for the Thanksgiving college holiday (Thursday & Friday college holiday) for a 40-hour Monday-Friday work week schedule:
Record Holiday Worked Time (when working hours on a college holiday)

Employees without schedules must indicate a college-recognized paid Holiday day by entering the pay code and number of hours for which s/he should be paid as Holiday (as instructed in the ‘Record Holiday Time (when not worked)’ instructions).

In addition, the employee must add a new line and enter the actual hours worked on that date in the same manner s/he would on any other day.

These hours worked must then be ‘moved’ to a pay code of ‘HolWrked’ (Holiday Worked) so they are paid at the correct pay rate.

Adding ‘Holiday Worked’ to your Timecard:

1. Enter the “Hol” pay code and number of hours on the date of the recognized college holiday.
2. Insert a line for that same date. (Click the button to the left of the date for which you need to add an additional data entry line. A second line for the same date will appear.
3. Enter the time worked in the ‘In’ and ‘Out’ cells.
4. Click the Save Button.
5. Select the ‘Daily’ total view from the drop-down menu (in this example, Fri 11/29/13).
6. Verify that the daily pay code shows the correct number of hours for both HolWrked and Hol.

If the Pay Code does not reflect ‘HolWrked’, then follow the instructions below to move hours.

Move time to ‘Holiday Worked’ in your Timecard:

1. Enter the “Hol” pay code and number of hours on the date of the recognized college holiday.
2. Insert a line for that same date. (Click the button to the left of the date for which you need to add an additional data entry line. A second line for the same date will appear.
3. Enter the time worked in the ‘In’ and ‘Out’ cells.
4. Select the ‘Daily’ total view from the drop-down menu (in this example, Fri 11/29/13).

5. ‘Right-click’ on the hours you need to move to HolWrked and click ‘move’.

6. In the new window (Move Amount), select ‘HolWrked’ from the drop-down menu.

7. Type the number of hours to be moved (in this example, 8.0).

8. If you’ve used the ‘Daily’ totals, the date of the hours will already be accurately recorded (in this example, Fri 11/29/13).

   **Note:** Do not select a transfer assignment. Kronos will assume you are transferring to your ‘default’ assignment.

9. Click OK.

10. Click the Save Button. The change can be viewed in the ‘Totals & Schedules’.
Viewing Paid Time Off (PTO) Balances

Employees can view their PTO Accrual Balances in two places. The lower right side of the Employee Time Card screen shows the summary of accrual codes and balances as of the date highlighted in the time card.

In the image below, this test employee has a balance of 36.5 hours of Personal Time and 105 hours of Vacation Time available after this pay period has been paid. This employee used 15 hours of Vacation Time, 3.5 hours of Personal Time and 75 Total hours being paid in this pay period (ending Saturday, 10/19).

Alternatively, employees can click on the ‘Accruals’ tab in the lower left section of the screen to view a more detailed summary of PTO time used and available, including projected use of PTO if the employee has entered PTO for future pay periods, as in the case of a planned future vacation.

Note in the image above, the employee’s balance of Vacation Time on Selected Date (10/19) is 105 hours. This is different from the Projected Balance because the employee had entered vacation hours for a date he is planning for vacation in the future.
Guidelines or Best Practices for using Comments in Timecard

Comments are viewable by anyone who has access to your timecard (Approver, Supervisor, Finance Center, Payroll, and Kronos Administrator), auditors from the Department of Labor, etc. For this reason, the use of comments should be related to your employment. (This is not a place for personal notes.)

Questions regarding use of ‘comments’ should be directed to your supervisor or approver.

Create a Comment

If you need to leave a comment or note for your supervisor or approver, you have two options:

1. ‘Right-click’ in the cell for the shift you wish to leave a note
2. Click in the cell for the shift you wish to leave a note, then click ‘Comment>Add Comment’.

Both options will open a new window called ‘Add Comment’. There are several Comments to select from.

1. Choose the correct comment (contact approver if you have questions).
2. Enter the appropriate free text into the ‘Note’ section, as instructed by your supervisor, approver or Finance Center.
3. After entering the free text (this is an example of an account chart string override), click ‘OK’.

A small yellow ‘sticky note’ image will appear in the cell in which you added the Comment on your Timecard. Refer to ‘View Comments’ for information on how to see all comments.

Be sure to always click the Save Button when you’ve completed entering new information.
View Comments
After a comment is created and saved, a new Menu Option called 'Comments' will appear in the bottom left section of the screen (as seen below). Simply click on 'Comments' and the comment and its associated free-text note will appear.

Add or Delete Comments or Notes
You may add or delete comments or notes.
1. Click on the comment you wish to edit.
2. Click on 'Comment' tab and select the action you wish to take.

The example to the left is one where the employee chose to add a second note to the original comment of ‘chart string override’, providing additional information for the approver.

The image below shows the addition of the second note to the comment:

Be sure to always click the Save Button when you’ve made changes.
Timecard Corrections

Timecard Corrections within the pay period
Corrections must be made in Kronos by the employee. If the timecard has not yet been approved by the Approver or Finance Center, the employee need only correct the information by either deleting the incorrect row of data or by clicking in each incorrect cell and making the correction.

To delete a row of data, simply click the button on the left of the date for which you wish to remove the data. This will not remove the date, simply the data previously entered on that line. Be sure to always click the Save Button when you’ve completed entering your time.

Timecard Corrections after the pay period has ended, but prior to the time being submitted to Payroll for payment
There is a very limited period of time between when the employee’s pay period ends (11:59pm Saturday) and when the Payroll Office uses that data to create paychecks (typically Tuesday mornings). If a mistake is noticed during that time, it may be possible to have it corrected prior to the employee’s paycheck being run. The steps below must take place quickly.

1. If employee’s timecard has not yet been approved in this limited period of time, then employee should make the change in their timecard and notify supervisor.
2. If a change is needed, but the employee cannot edit the timecard (due to approvals), the employee should contact both their supervisor and approver to request the removal of the timecard approval(s).
   a. Once the approvals have been removed, the employee must open their timecard for the previous pay period and make the correction.
   b. After the correction has been made and saved, the employee must contact the supervisor and approver to let them know the correction is completed, so the timecard can be submitted to the Payroll Office for payment of wages.

Corrections to an employee’s time after a paycheck has been processed
Corrections to an employee’s time and/or PTO time must be made in Kronos. If the pay period has passed, the following steps must be followed:

1. An employee should contact their supervisor if a revision is necessary to a prior pay period.
2. The supervisor will coordinate with the Finance Center to have adjustments made. The Finance Center will prepare the Payroll Revised Timecard form and email it to the employee to print, review, sign, and date.
3. The employee must then send the signed form back to Finance Center.
4. Finance Center routes the form to Payroll. Payroll makes the adjustment and the change is included in next pay period.

Reporting errors and obtaining more information
- An employee has the opportunity at any time to review his or her timekeeping records through web access or by contacting his or her supervisor or approver.
- If an employee has a question about a deduction from pay or if his or her pay does not accurately reflect the time that he or she worked, he or she may contact the Payroll Office to pursue resolution.
- An employee or supervisor who believes that the time reporting procedures are being wrongly implemented or applied should call Human Resources or the Compliance and Ethics Hotline by calling 888-497-0516 or filling out a report on the Hotline website: https://secure.ethicspoint.com/domain/media/en/gui/35378/index.html. This call can be anonymous.