

Administrative Procedure: Clocking In and Out in Kronos

In order to support staff and supervisors in managing time sheets, these guidelines are intended to assist in understanding and addressing the procedures for:

- Work Time
- Clocking In and Out
 - Rounding
- Punching Out for Lunch
 - Cancelling Lunch
- Flex Time
- Overtime
 - Splitting OT and Comp Earned
 - Comp Earned
- Leave Requests
- Comp Used
- Accrued Leave Usage
- Sticky Notes
- Adjusting Timesheets

Each section provides a brief introduction, an example or two and action item(s) as appropriate. If additional questions remain after reviewing this document, please contact Human Resources.

Background:

With the time management system, KRONOS, employees are responsible for clocking in when they begin work and clocking out when they are not working. There have been many cases across the organization where employees who did not request overtime, nor did they intend to earn overtime, are clocking in too early or staying past their scheduled work day and inadvertently accumulating overtime. When overtime is inadvertently accumulated, the City cannot make adjustments and must pay the overtime. For this reason, employees must be very aware of clock in and clock out times to ensure that they remain within their scheduled work hours. Supervisors are asked to make sure this expectation is communicated with staff.

Locations:

Time clocks are located in the following areas:

- Public Works break room

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- Community Center behind reception desk
- Community Center 3rd floor between the doors to IT and HCD
- Recreation Center

Work Time:

Often employees are asked questions or requested to provide assistance by their supervisors either before they've clocked in or after they've clocked out. If an employee is conducting City business off the clock for more than 10 minutes, he or she must clock in or, at a minimum, add a note in Kronos to reflect the time worked so the time sheet can be adjusted.

Action Item(s):

- Staff should clock in when they arrive at their work station and begin working.
- Time spent parking, getting coffee, etc. is not considered work time.

Clocking In and Out:

Staff are expected to use the Kronos Workforce Ready time clocks, mobile app or website to clock in and out each day and to request leave and overtime.

Rounding:

Rounding is being removed as of the first pay period in 2017 which begins January 1, 2017.

All staff who are required to use the time clocks are expected to clock in and out according to their work schedules. Some flexibility may be provided for early or late arrivals when staff ensure they work the full number of hours expected for their shift and/or work week. As a general guideline, staff are afforded a five minute grace period for arrival. Specific arrangements must be made with and approved by the supervisor.

It is important that staff remain cognizant of their hours worked over the course of their work week in order to avoid unintentional overtime or missing time worked.

Action Item(s):

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- To avoid unintended short days as well as overtime, staff are strongly encouraged to clock in and out as close to their work schedule as possible.
- Depending on the requirements of their position, some staff members may have the flexibility, if authorized by their supervisor, to extend their day by a few extra minutes should they punch in late for the day.
- It is also possible to flex time within a given work week (see Flex Time below for details). Staff must address questions about flexing their schedule to their supervisor.

Lunch:

Staff on an ~~8-hour~~8-hour schedule have a 30-minute paid lunch break built into their day. It is not necessary for these staff members to punch out and in for lunch as they have the 30-minute paid break built in to their schedule.

Staff on an 8.5 hour schedule, ex. 8:30 a.m. to 5:00 p.m. have a full hour for lunch which ~~includes~~ includes 30-minutes paid and 30-minutes unpaid time built in to their day.

Action Item(s):

- Staff are strongly encouraged and expected to take the full lunch break as scheduled. *If an 8.5 hour staff member is not able to take the full hour for lunch or will need to extend their lunch break, he or she should clock out and in for lunch in order to override the built in full hour.*
- *Staff should notify their supervisor of any deviations from the normal lunch schedule.*

Canceling Lunch Function for 8.5 hour schedule:

Staff on the 8.5 hour schedule have the ability to select the “Cancel Lunch” function on their time sheet if they are not able to take any of the 30-minute unpaid portion of the lunch break.

Example:

- Leslie’s department is hosting a large event at 2:00 p.m. Her supervisor needs copies of the presentation for all the attendees and asks Leslie to make the copies. Leslie is normally scheduled to take a full hour for lunch but is unable to take the 30-minute unpaid portion of her lunch break because of the request from her supervisor. Leslie will select the cancel lunch option on her time sheet in order to ensure she is paid for the 30-minute portion of her lunch break that she was unable to take.

Action Item(s):

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- Staff will select Cancel Lunch in the drop down of the Cancel Lunch column on the time sheet.
- A sticky note will be entered by the staff member regarding the reason for cancelling lunch.
- This function is to be used only in extenuating circumstances.
- It is not to be used on a regular basis and should come with approval from the supervisor prior to canceling the 30-minute unpaid portion of the lunch break.

Flex time:

If approved by their supervisor, staff may flex their time during the course of the ***work week, but not the pay period.***

Example:

- If an employee is scheduled to work 8 hours per day Monday through Friday but is required to work an additional 2 hours on Monday, he or she may, at his or her discretion and with the permission of the appropriate supervisor(s), adjust their work time to shorten their day on another day ***within the same work week.*** The staff member may also choose overtime payment or comp time earned if they do not shorten their work time on another day of the week.

Action Item(s):

- Staff and supervisors should discuss work schedules if any departure from the schedule occurs.

Overtime:

Overtime is paid when a staff member is required to work over their schedule for the day *and* week. (Refer to AFSCME agreement Article 10 Premium Pay for additional information.) For most staff (excluding police officers), to provide for use of flex time and general flexibility of schedules, overtime will appear on the time sheet at the end of the work week. It can be seen in the "Calc. Detail" tab on the time sheet if logging in through the WorkForce Ready website. If a staff member works additional hours on Monday, the overtime will not appear on the time sheet until they've worked all the scheduled hours for the week. ~~Generally~~Generally, the overtime will appear at the end of the work week, for most staff that would be Friday.

Examples:

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- A staff member scheduled for 8 hours per day Monday through Friday (40 hours) works 9 hours on Monday but shortens their day by one hour on Tuesday for a total of 40 hours worked. No overtime is generated.
- A staff member with the same schedule works 9 hours on Monday and their normal hours over the course of the rest of the week for a total of 41 hours worked. Overtime of 1 hour is shown on Friday.

Action Item(s):

- *Overtime must be requested by the employee and approved by the supervisor prior to working the overtime.*
- Overtime requests should be submitted when staff are aware of the need and are planning to work additional hours outside their normal schedule.
- *When a supervisor requests an employee to work beyond their regular shift, a request/approval to work overtime can be verbal between an employee and supervisor. However, a note should still be entered into Kronos indicating that the overtime was approved.*
- All overtime worked must be compensated with either overtime pay or compensatory time.

NOTE: Repeated failure of a staff member to gain approval for overtime may result in disciplinary action.

Comp Time Earned:

Staff has the option of choosing overtime pay or to earn compensatory time. Compensatory time is calculated at 1.5 hours of leave per 1 hour of overtime worked.

Example:

- Moe is scheduled to work 40 hours during the course of the work week. He works 42 hours and earns 2 hours of overtime. Moe would like to earn compensatory time rather than be paid for the overtime.

Action Item(s):

- A staff member wishing to earn comp time instead of overtime pay should look at their time sheet's "Calc. Detail" tab to determine where overtime falls, then select "Comp Earned" on the timesheet on the day the overtime appears.
- Comp time earned maxes out at 80 hours accrued.

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NOTE: Staff MUST be aware of their comp balances as they reach the maximum of 80 hours as Kronos is unable to automatically convert comp hours earned beyond the maximum accrual into overtime. This is a manual function.

Splitting Comp Earned and Overtime:

Staff have the ability to request a split of overtime into comp earned and overtime paid. Kronos does not split comp time earned and paid overtime within a *work week*.

Example:

- Sally works 4 hours of overtime in a work week. She wants 1 hour to be paid overtime and 3 hours to be accounted as comp time earned. Kronos will slate the 4 hours within the week as either all overtime or all comp time earned.

Action Item(s):

- A staff member wishing to split their comp earned and overtime pay must notify their supervisor using a detailed sticky note so an adjustment can be made on the adjustment tab.
- Supervisors needing assistance with this may contact Human Resources for support.

Leave Requests:

Due the often overlapping time between expected arrival and departure when using partial days of leave, HR is removing the specific start and stop option to indicate the time leave will be taken. Staff will be able to use the bulk hours option and should note in the comments the actual time expected to be in and out of the office.

Example:

- Ben has an appointment and expects to get to the office by 10:00 a.m. He requests leave from 8:30 a.m. to 10:00 a.m. His appointment is over sooner than expected so he arrives at 9:30 and clocks in. Supervisors receive warnings when attempting to approve time sheets because there is both time worked and time off from 9:30 a.m. to 10:00 a.m.

Action Item(s):

- Use the bulk hours leave request option and in the comments section indicate the times expected to be in and away from work.

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Comp Time Used:

Staff who earn comp time during the course of the first week of the pay period may request use of that earned comp time during the second week of the pay period. If the employee does not have any comp time in their bank when they make the request, a warning will appear. However, the supervisor will still be able to approve the use of comp time.

Example:

- Jim Bob is scheduled to work 40 hours per week. He works 41 hours the first week of the pay period but expects to have a shortened day on Friday of the second week of the pay period. Jim Bob has not yet earned any comp time and has a zero balance.

Action Item(s):

- Follow the procedures for requesting leave in order to use comp time.
- In the comment section note the number of overtime hours worked in the first week of the pay period and the balance of comp time earned prior to the current pay period.

Accrued Leave Usage:

If a staff member has requested leave during the course of the work week and works hours over the schedule for the week, employees may reduce their leave usage by the number of hours they've worked in order to have total of hours worked and leave used equal their scheduled hours for the week.

Example:

- Joe works Monday through Friday 8:00 a.m. to 4:00 p.m. He is scheduled for vacation from Wednesday to Friday. He has a proposal to get out by Tuesday and works a total of 5 additional hours Monday and Tuesday to get it accomplished. Joe may reduce his use of vacation hours by the 5 hours worked on Monday and Tuesday.

Action Item(s):

- Staff should notify their supervisor of the desire to reduce leave usage by the number of hours he or she may have worked over their scheduled time for the week.

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- Supervisors may ask employees whether they wish to reduce leave usage or be paid the overtime.
- A detailed sticky note must be entered for any time adjustments.

Sticky Notes:

Rarely does everyone have a “normal” work week. Sometimes we are asked to do something extra or need to leave early, which invariably affects the time sheet. Sticky notes are a staff member’s and supervisor’s way of communicating changes to work times or plans that often occur. It is imperative that the sticky notes provide supervisors and payroll with information they need in order to accurately pay the time.

Examples:

- Not very helpful sticky notes:
 - Lack clock in and clock out times:
 - Forgot to clock in/out.
 - Helped with proposal.
 - Had a 7:00 p.m. meeting.
 - Kid got hit in the nose on the basketball court.
 - Lack details needed for adjustments
 - Split overtime to part overtime and part comp time
- Helpful sticky notes:
 - Include clock in and clock out times
 - Forgot to clock in. Arrived at 8:00 a.m.
 - Was requested by Supervisor to work until 6:00 p.m. to finish proposal for submission due today. Worked an additional 2 hours.
 - Patron was unable to locate their child and asked for help after I already clocked out. I took the patron to the police department for assistance. I worked an extra 20 minutes and ended at 5:20 p.m.
 - Include details supervisors need in order to make adjustments
 - Worked 5 hours of overtime this pay period. Split into 2.5 hours of overtime paid and 2.5 hours of comp earned.

Action Item(s):

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- Ensure sticky notes include all information a supervisor will need in order to accurately indicate time worked or not worked as applicable.

NOTE: Do not include particulars of confidential matters in your sticky notes. For example, police officers working overtime on a case, it is ok to identify the case, but please do not include information on the case.

Adjusting Timesheets:

Time sheets may be adjusted by supervisors only when there is an error on the current or previous timesheet or if extra pay items or other corrections need to be made.

Example:

- Jack comes in a 9:00 a.m. but is unable to punch in until 9:30. Jack puts a sticky note on his time sheet that indicates clearly that he arrived and began working at 9:00 a.m. but was unable to punch in until 9:30.
- June forgets to punch in and out on a day she worked. She enters a sticky note indicating she came in at 8:30 a.m. and left at 4:30 p.m.

Action Item(s):

- Supervisors will read the sticky notes and make the necessary adjustments on the time sheet tab.

NOTE: A sticky note **must** accompany any adjustment including changing or adding clock in/out times, extra pay items, etc. for staff.

This guidance document is intended to provide the support staff and supervisors need in order to better manage time sheets. It is expected that this document will continue to develop as we encounter additional questions. Please contact Human Resources at ext. 7201 and ext. 7203 for support and for suggestions regarding this document and use of the time keeping program.