

Kronos Business and System Processing

Kronos Business Processes - *CRITICAL*

Rounding

* Kronos rounds time to the nearest quarter (1/4) hour for all employees. There is a seven (7) minute grace period on IN and OUT punches with the exception of the first punch of the day for employees with a schedule in Kronos.

* There is a 15 minute grace period on the initial punch of the day for employees with a schedule in Kronos. For example, if the employee is scheduled to work from 7:00 a.m. until 3:30 p.m., and they punch in (start of shift) at 6:46 a.m., Kronos rounds the start time to 7:00 a.m. If they clock in at 6:45 a.m., Kronos rounds the start time to 6:45 a.m.

Meal Punches

* Meal punch rounding applies when employees take more that 30 minutes. An employee who punches out and back in for 22 minutes or less will not be charged - no time will be deducted from the daily total of worked hours. An employee who punches out and back in for 23 - 30 minutes will be considered on a meal break - which is unpaid time - and will be deducted from the daily total of hours worked. For additional information, refer to the meal punch rounding job aid and/or contact your local HR office.

*A 30-minute automatic meal deduction will be applied to each scheduled work day for the jobs listed below. If the employee punches for the meal, the automatic meal deduction will be overridden.

JOB CODE NEW JOB TITLE OLD JOB TITLE
70833SS: Health Aide (WL)Health Services Technician 1 I/S
70834SS: Health Aide (AL)Health Services Technician 2 I/S
70807SS: Health Aide (WL)Forensic Services Technician 1
70808SS: Health Aide (AL)Forensic Services Technician 2
70815SS: Health Aide (SP)MH/DD Shift Supervisor
71141SS: Nurse Assistant (WL)Nursing Asst, Certified
71142SS: Nurse Assistant (AL)Nursing Asst Lead, Certified
71109TS: Lic Prac Nurse (WL)Nurse Licensed Practical Inpt
71113PS: Registered Nurse (WL)Nurse (Inpatient)
71101PS: Registered Nurse (SP)Nurse Charge (Inpatient)
70201SS: Client Support Worker (WL)Houseparent
70981SS: Client Support Worker (AL)None

* Managers are responsible for insuring that employees are managing their work time and non-work time appropriately. Because of the rounding feature in Kronos, it is particularly critical that employees take their designated meal periods, and clock in and out if they do not have an established automatic meal

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deduction. Managers are responsible for monitoring their employees' and must address disciplinary issues appropriately if needed. It is recognized that not all employees have a 30-minute meal period. Some employees have 45 minute or 60 minute designated meal periods. All employees need to adhere to their designated meal period and punch in and out as appropriate.

Shift Differential

- * Will be paid on a pay period lag

- * Shift differential is paid to eligible employees based on "time zone." Employees eligible for shift differential earn the differential for any hours worked between 3:00 p.m. and 7:00 a.m.

- * State Personnel Board Rule 16 states: *Pay for paid leave (e.g., annual leave, sick leave, personal leave) is computed at an employee's straight rate or on the employee's base pay rate in effect at the end of the pay period. Shift differentials, bonuses and overtime do not apply. Paid leave does not count toward the computation of overtime.*

Work Rule Changes

- * Managers are responsible for making appropriate decisions and for manually moving an employee from one work rule and back to another when necessary

- * In order to indicate employee was attending training, a work rule change is necessary

Holidays

- * Scheduled holidays will be programmed into Kronos for employees for whom a schedule in Kronos exists. If no individual schedule exists for the employee, the supervisor must manually enter the holiday in the employee's time card. **When a holiday falls on an employee's regularly scheduled day off, the manager must edit and add the holiday deferral earned pay code.**

Payroll Actions

- * Payroll actions – all leave without pay actions; ie: pay docks in cases in which leave is denied or not available, will be handled as they have always been handled. A personnel action must be submitted to the HR office for entry into PeopleSoft. This includes **all** types of LWOP – FMLA, Contingency, Regular, etc.

Kronos does not process Leave without Pay (LWOP). It is critical that HR continue to be notified of all LWOP in order to enter this into PeopleSoft.

- * FMLA – with or with pay - will continue to be approved and handled through the HR office as it is currently.

Delegation of Manager Approval

- * When a manager will not be available to approve employees' time cards and/or leave, they must delegate the responsibility to another manger. All delegations must be accepted by the manager accepting temporary approving authority. They must be reversed when the actual manager returns.

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*It is critical that the intended delegation agreement be discussed in advance between the two involved managers. This must be agreed upon prior to the need to delegate. At the point it is intended, the manager will need to enter the delegate action into Kronos and the accepting manager will need to enter into Kronos their acceptance of the responsibility.

*Managers will see a drop down box from which to identify the intended manager delegate at their work location. **However, this does not mean you should delegate to any manager. Delegate to a manager on a lateral or higher level than yourself, with the preference being your supervisor. If you require an exception to this for an extraordinary reason, please contact your location HR office for discussion.**

*Managers who need to delegate to a manager at a different location (hospital/2 Peachtree) will need to submit the name and employee ID of that manager **in advance**, in order to have the manager available. Contact your local HR office for assistance.

*HR must be contacted in any situation in which a manager fails to delegate.

Day Divide

* Defined in Kronos as 12:00 a.m. - Midnight

Leave Requests

* Each day must be a separate request and approval – even if consecutive. This is required due to the fact that Kronos must be configured in increments of hours.

* Employees must submit a separate request for each day or portion of a day. ie: employee requesting Monday through Friday off must submit 5 separate requests and manager must approve 5 separate requests

* In situations of FMLA, and the concurrent use of available accrued leave, the manager will populate the employee's timecard, rather than employee completing and manager approving requests for every individual day. **Managers must understand it is critical that they enter these edits, or leave will not be charged and will result in overpayment...as with any leave edit situation.**

Manager Approval

Managers must review and approve (after making appropriate edits) every employee's time card each pay period.

People Soft Maintenance

* **Reports to** field must be maintained, or no one will have access to manage leave or time card for employee

*Fields in PeopleSoft; ie: FLSA indicator, job and org code, etc. determine which pay rule an employee is assigned. PeopleSoft must be accurate.

Leavekeepers

* Managers can delegate leave keeper to have full edit access; no approval access.

* Manager is responsible for, and must review any edits prior to approving timecards.

* Delegation will include all employees reporting to the manager who delegates to leave keeper.

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Charge Nurses

Will have full edit access; and will coordinate roles and responsibilities with Nurse Manager

Maintain Original Leave Card/Grid

Kronos posting to PeopleSoft is dependent on timing. All leave keepers will continue to maintain leave cards and leave grids on employees. These cards will be critical in reconciliation of leave.

Employees not utilizing Kronos

Timecards for Outdoor Therapy Program will have to be approved by West Central Regional HR Office. Timecards for the Firefighters on Central State Hospital positions will be approved by CSH HR Office. 2 Peachtree HR must approve time cards of DBHDD Board members, SORB, DD Council employees, and anyone else not on Kronos.

Schedules entered into Kronos

The only schedules entered into Kronos are the 3 standard hospital shifts: 7:00 a.m. to 3:30; 3:00 to 11:30; 11:00 to 7:30 a.m. Managers must maintain the schedules in Kronos for staff on a standard shift.

Direct Entry into PeopleSoft

There will be situations that will necessitate direct entry for time and/or leave into PeopleSoft. These situations will occur when there is a need to adjust already submitted time or leave after pay period close. If there are corrections or adjustments needed after that point, those will need to be entered directly into PeopleSoft since Kronos cannot upload data for that pay period once it has closed. No historical edits are to be made in Kronos since they can be cosmetic only.

The leave discrepancy form is to be used to document and submit leave to be entered into PeopleSoft when the leave occurred after the pay period close.

Overtime “Reset” (FLSA Work Week)

The FLSA defined work (week) period ends at 11:59 p.m. on the 7th day of the work period. Work time beyond 40 hours at the “reset” point will be accumulated compensatory time.

For most employees in DBHDD, the following applies: Saturday 11:59 p.m. ends one week and Sunday 12:00 a.m. (midnight) begins the following week.

Kronos Payrule and Time Entry Method Assignment

LICENSE ASSIGNMENT -

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Manager License - If Employee Type field in Psoft file is 'S' (Salaried) and position number is assigned to an employee's Reports To field in Psoft file. To receive a manager license the employee must have direct reports not just a manager's title in PeopleSoft. Managers are also assigned an Employee license to use leave features.

Employee License - If Employee Type field in Psoft file is 'S' (Salaried) but the position number is NOT assigned to an employee's Reports To field in Psoft file. Exceptions for some nursing job codes, employees working in locations with no access to a timeclock (Community, Region, 2 Ptree). These employees are NOT managers but are web-based users so they need an employee license to use the timestamp time entry method and to request leave through the system. An employee can be assigned an Employee's license without needing a manager's license.

Time Clock License (Timekeeper license) If Employee Type field in PeopleSoft file is 'H' (Hourly) then employee is HOURLY and will receive a 'Time Keeper' license only. By default all employees have a timekeeper license. Web-based users will not have a badge number in Kronos. This prohibits them from being able to punch at the clock.

Leavekeeper – Leavekeepers are manually setup and maintained manually in a Kronos table. They are assigned a Manager and Employee license. They can view the timecards, excluding wage information, for all employees at their location but cannot edit a timecard unless a Manager has delegated to the Leavekeeper. A Leavekeeper cannot approve timecards. They can set up and maintain schedules for employees at their location. An employee CANNOT be a leavekeeper and a manager. Timestamp is the time entry method.

HRM/Full Access/Charge Nurse – Human Resources Managers, full access employees and charge nurses have the ability to edit timecards and schedules for all employees at their location. Time entry method based on defined logic.

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PAY RULE ASSIGNMENT – SALARIED NON-EXEMPT		
Employees on the Sal-Non-Exempt PM OT and Shift Pay Rule are eligible for the 50cnt/hr shift differential when they work between 3pm and 7am during the week or when they work any shift or during the weekend or on a designated holiday (not cumulative).		
Clerk job codes for Admissions and Hospital Security are eligible for shift differential if they are assigned to the identified Org/Department ID.		
The Sal-Non-Exempt PM OT and Shift Pay Rule is assigned to the following job codes:		
Shift & Weekend Differential		
Job Code	Job Description	
ADMISSIONS		Note Org Code
Org/Dept ID 441XX00276		
60106	SS: Clerk (SP)	
60112	SS: Clerk (WL)	
60113	SS: Clerk (AL)	
HOUSEKEEPING		
30901	SS: Housekeeper (EL)	
30902	SS: Housekeeper (WL)	
30903	SS: Housekeeper (AL)	
31302	SS: Housekeeper (EL)	
FOOD & NUTRITION SERVICES		
50301	SS:Food Svc Operation Wkr (WL)	
50302	SS:Food Svc Operation Wkr (AL)	
50304	SS:Food Svc Operation Wkr (SP)	
HOSPITAL SECURITY		
15009	Motor Transport Dispatcher	

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15011	TS: Fleet Operations Tech (SP)	
15204	SS: Ground Transp Wkr (WL)	
17341	PS: Compliance Investigator (WL)	
17409	TS: Facility Safety Offcr (WL)	
17411	TS: Facility Safety Offcr (AL)	
17412	TS: Facility Safety Offcr (SP)	
17413	TS: Facility Safety Offcr (SP)	
32034	TS: Fleet/Motor Pool Spec (SP)	
	SS: Clerk (WL) ~	Note Org Code
60112	(Org/Dept ID 441XX02376)	
	SS: Clerk (AL)	Note Org Code
60113	(Org/Dept ID 441XX02376) ~	
Salaried Non-Exempt employees who are not eligible for the shift differential or the 30 minute auto meal deduction are assigned the Sal-NonEx PM OT NO Shift Pay Rule Salaried Non-Exempt employees who are eligible for the 30 minute auto meal deduction and shift differential are assigned the Sal-NonEx PM 30M OT and Shift Pay Rule Salaried Non-Exempt employees who are eligible for the 30 minute auto meal deduction but not eligible for the shift differential are assigned the Sal-NonEx PM 30M OT No Shift Pay Rule Salaried Non-Exempt employees who are not eligible for the 30 minute auto meal deduction and not eligible for the shift differential are assigned the Sal-NonEx PM OT No Shift Pay Rule Time Entry Method: Managers Timestamp, Non-Managers Time clock – Exceptions: Leavekeepers (<i>see page 5</i>), Community/Region--these employees timestamp, <u>unless</u> otherwise noted in the Community and 44106/65 Department ID listing. For more information, you can contact your local HR office for assistance.		

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PAY RULE ASSIGNMENT – SALARIED NON-EXEMPT AUTO MEAL DEDUCTION

Employees on the Sal-Non-Exempt PM 30M OT and Shift Pay Rule are eligible for the 50cnt/hr shift differential when they work between 3pm and 7am during the week and on weekends or when they work any shift on a designated holiday (not cumulative).

The 30 minute meal period is automatically deducted from these employees on their shift.

The **Sal-Non-Exempt PM 30 M OT and Shift** Pay Rule is assigned to the following job codes:

Shift & Weekend Differential**Job Code****Job Description****HST/FST/CNA****70807 SS: Health Aide (WL)****70808 SS: Health Aide (AL)****70833 SS: Health Aide (WL)****70834 SS: Health Aide (AL)****71141 SS: Nurse Assistant (WL)Nursing Asst, Certified****71142 SS: Nurse Assistant (AL)Nursing Asst Lead, Certified**

Salaried Non-Exempt employees who are not eligible for the shift differential or the 30 minute auto meal deduction are assigned the **Sal-NonEx PM OT NO Shift** Pay Rule

Salaried Non-Exempt employees who are eligible for the 30 minute auto meal deduction and shift differential are assigned the **Sal-NonEx PM 30M OT and Shift** Pay Rule

Salaried Non-Exempt employees who are eligible for the 30 minute auto meal deduction but not eligible for the shift differential are assigned the **Sal-NonEx PM 30M OT No Shift** Pay Rule

Salaried Non-Exempt employees who are not eligible for the 30 minute auto meal deduction and not eligible for the shift differential are assigned the **Sal-**

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NonEx PM OT No Shift Pay Rule

Time Entry Method: Managers Timestamp, Non-Managers Time clock – **Exceptions:** Leavekeepers (*see page 5*), Community/Region--these employees timestamp, unless otherwise noted in the Community and 44106/65 Department ID listing. For more information, you can contact your local HR office for assistance.

RULE ASSIGNMENT – SALARIED EXEMPT, NON-NURSING & NON-PHYSICIAN

This group of employees will not record hours worked in Kronos until further notice. Salaried Exempt, non-nursing employees only use the leave features in Kronos. (This includes employees in job code 71411 – NP/AP).

RULE ASSIGNMENT – SALARIED EXEMPT NURSES

Eligible Salaried Exempt Nurses receive Nurse Shift Diff 13% when they work between the hours of 3 pm and 7am Monday through Friday(before start of weekend),. They also receive Nurse Weekend shift diff 5% when they work any hours on the weekend. The weekend is defined as 11 pm Friday through 11 pm Sunday. Salaried Exempt Nurses receive both the 13% and 5% shift differential when eligible (cumulative).

<u>Job Code</u>	<u>Job Description</u>	<u>Pay Rule</u>				
71102	Nurse Day Administrator	Sal-Exempt Nrse No OT No Shift				
*71103	Nurse Clinical Specialist	Sal-Exempt Nrse No OT No Shift				
71111	Nurse Admin, N/E	Sal-Exempt Nrse No Meal No OT and Shift				
71113	Nurse (Inpt)	Sal-Exempt Nrse 30M (Thurs/Sun) OT and Shift				
*71123	Nurse Practitioner	Sal-Exempt Nrse No OT No Shift				
71128	Nurse	Sal-Exempt Nrse No OT No Shift				
71132	Nurse Specialist	Sal-Exempt Nrse (Thurs/Sun) OT and Shift				
71133	Nurse Manager	Sal-Exempt Nrse (THurs/Sun) OT No Shift				
71147	MH/DD Team Leader (RN)	Sal-Exempt Nrse No Meal No OT and Shift				
71157	Nurse Coord (CSH), OHIS	Sal-Exempt Nrse No OT No Shift				
71177	Nursing Director	Sal-Exempt Nrse No OT No Shift				
Time Entry Method: Managers Timestamp, Non-Managers Time clock – Exceptions: Leavekeepers (<i>see page 5</i>), Community/Region--these employees timestamp,						

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unless otherwise noted in the Community and 44106/65 Department ID listing. For more information, you can contact your local HR office for assistance.

- ❖ - Nurses in job codes 71103 and 71123 will use Kronos for leave purposes only. They will request leave using their currently defined time entry method.

PAY RULE ASSIGNMENT – SALARIED EXEMPT CHARGE NURSE

Salaried Exempt Charge Nurses receive Nurse Shift Diff 13% when they work between the hours of 3 pm and 7am Monday through Friday(before start of weekend),. They also receive Nurse Weekend shift diff 5% when they work any hours on the weekend. The weekend is defined as 11 pm Friday through 11 pm Sunday. Salaried Exempt Nurses receive both the 13% and 5% shift differential when eligible (cumulative).

Charge Nurses have full editing rights in schedules and timecards for all employees at their location.

This is the only group of employees who punch their time using the timeclock but login to edit timecards and schedules for employees at their location.

<u>Job Code</u>	<u>Job Description</u>	<u>Pay Rule</u>				
71101	Nurse Charge (Inpt)	Sal-Exempt Nrse 30 M (Thurs/Sun) OT and Shift				
Time Entry Method: Time clock – Exceptions: Leavekeepers (<i>see page 5</i>), Community/Region--these employees timestamp, <u>unless</u> otherwise noted in the Community and 44106/65 Department ID listing. For more information, you can contact your local HR office for assistance.						

PAY RULE ASSIGNMENT – SALARIED EXEMPT NURSE MANAGERS AND ABOVE

Salaried Exempt Nurse Managers and above s are only eligible for overtime and shift differential when they work in direct care after working their standard 40 hours in a work week. The manager will add any eligible overtime and shift hours to the employees timecard.

<u>Job Code</u>	<u>Job Description</u>	<u>Pay Rule</u>				
71108	Nurse Infection Control	Sal-Exempt Nrse No Meal No OT and No Shift				
71112	Nurse Manager (Inpt)	Sal-Exempt Nrse (Thurs/Sun) OT No Shift				

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71114	Nurse Executive (Hosp)	Sal-Exempt Nrse No OT No Shift				
71115	Nurse Exec Assoc (Hosp)	Sal-Exempt Nrse No OT No Shift				
Time Entry Method: Record hours worked on Project View timecard (manager and non-manager)						

PAY RULE ASSIGNMENT – SALARIED NON - EXEMPT NURSES

Salaried Non-Exempt Nurses receive Nurse Shift Diff 13% when they work between the hours of 3 pm and 7am Monday through Friday(before start of weekend).. They also receive Nurse Weekend shift diff 5% when they work any hours on the weekend. The weekend is defined as 11 pm Friday through 11 pm Sunday. Salaried Exempt Nurses receive both the 13% and 5% shift differential when eligible (cumulative).									
Job Code	Pay Rule								
71109	Sal-NonEx Nurse PM (Thurs/Sun) and Shift								
71129	Sal-NonEx Nurse PM (Thurs/Sun) and Shift								
71129	Org Codes: 4416577006 - Tifton, 4416577001 - Albany, 4416577002 - Valdosta, 4416577003 - Director, 4416577004 - Thomasville								
71146	Sal-NonEx Nurse PM (Thurs/Sun) and Shift								
Time Entry Method: Managers Timestamp, Non-Managers Time clock – Exceptions: Leavekeepers (<i>see page 5</i>), Community/Region--these employees timestamp, <u>unless</u> otherwise noted in the Community and 44106/65 Department ID listing. For more information, you can contact your local HR office for assistance.									

PAY RULE ASSIGNMENT – SALARIED EXEMPT PHYSICIANS

Salaried Exempt Physicians are assigned the Salaried Physicians Pay Rule and are not eligible for overtime or shift differential. Below are the identified job codes for Salaried Exempt Physicians.					
71401 - NBE (Not Board Eligible) Physician					
A1959 - BE (Board Eligible) Physician					
A1960 - BC (Board Certified) Physician					

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Time Entry Method: This group of employees will not record hours worked in Kronos until further notice.

PAY RULE ASSIGNMENT – SALARIED PSYCHIATRISTS

Salaried Psychiatrists are assigned the Salaried Psychiatrist Pay Rule and will only use Kronos for leave purposes. \$90/hr is processed through PeopleSoft.				
Below are the identified job codes for Salaried Exempt Psychiatrists				
A0349 - BE Psychiatrist				
70974 - BC Psychiatrist				
70976 - BE Forensic Psychiatrist				
70975 - BC Forensic Psychiatrist				
Time Entry Method: Will not record hours worked in Kronos until further notice.				

PAY RULE ASSIGNMENT – HOURLY PHYSICIANS

Hourly Exempt Physicians are assigned the Hourly Physicians Pay Rule and are not eligible for overtime or shift differential. Any hours worked in a work week over 40 are paid at straight time.				
Below are the identified job codes for Hourly Physicians				
70980 - NBE Physician (Hourly Paid)				
A2019 - BE Physician (Hourly Paid)				
70979 - BC Physician (Hourly Paid)				
70977 - BE Psychiatrist (Hourly Paid)				
70978 - BC Psychiatrist (Hourly Paid)				
G2320 (No one currently in position – possibly use in future)				

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Time Entry Method: Time Stamp

PAY RULE ASSIGNMENT – HOURLY EXEMPTS, NON PHYSICIAN

Hourly Exempt, non-physician, employees are assigned the Hourly Exempt No OT No Shift Pay Rule.				
Time Entry Method: Managers Timestamp, Non-Managers Time clock – Exceptions: Leavekeepers (<i>see page 5</i>), Community/Region--these employees timestamp, <u>unless</u> otherwise noted in the Community and 44106/65 Department ID listing. For more information, you can contact your local HR office for assistance.				

PAY RULE ASSIGNMENT – HOURLY NONEXEMPTS

All hourly non-exempt employees are assigned the Hrly PM OT NO Shift Pay Rule. Their shift differential is included in the base pay.				
Time Entry Method: Managers Timestamp, Non-Managers Time clock – Exceptions: Leavekeepers, Community, Region employees timestamp. Refer to the Community and 06/65 Department ID listing.				

PAY RULE ASSIGNMENT – ALTERNATE 9 HOUR SALARIED NONEXEMPTS

Non-exempt employees at 2 Ptree who work and alternate 9 hour work week are assigned one of the below Pay Rules. Currently there is one employee on the Sal Alt 9 hr Fri OT Pay Rule. The work week for these employees reset at noon on their OT day. This does not apply to Alternate 9 hour Salaried Exempt employees.				
Sal Alt 9 hr Fri OT				
Sal Alt 9 hr Mon OT				

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Sal Alt 9 hr No OT and No Shift				
Time Entry Method: Time stamp				