

Academic Library Services Procedure Manual

400.50

Subject: Time Keeping, Attendance and Leave Reporting

Title: Kronos Implementation in Academic Library Services

Administrative Procedure – Date Issued by Administration: May 15, 2017

Director: Janice Lewis

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Please note that any university/state/federal policies/procedures/law will override anything in this document if inconsistencies are identified. Additional information is available at the following link: <http://www.ecu.edu/itcs/kronos/>. Questions may be sent to Kronos@ecu.edu.

As of May 16, 2017, Kronos became the official system of record for time keeping, attendance, and leave reporting. Any employee (permanent, temporary, or student) who reports hours worked and/or is granted or awarded leave will use Kronos. BANNER remains the system of record for employee, job, and employment records, and BANNER data drives Kronos.

The Fair Labor Standards Act (FLSA) is federal legislation regarding compensation for time worked. Non-exempt employees (not exempt from FLSA) are due additional compensation for hours physically worked over 40 in a work week (Sunday – Saturday). This compensation can be provided as money or time in accordance with ECU guidance. Exempt employees (exempt from the FLSA) are not due additional compensation for hours physically worked over 40 in a work week (Sunday – Saturday). Adherence to FLSA is monitored by internal and external audits.

A member of the administrative team will serve as the primary ALS Super Admin. They will become the departmental expert on Kronos and will serve as the first line of support for any Kronos issues that arise. If they cannot address them, then they will escalate to next level of support. Another member of the administrative team will serve as the secondary ALS Super Admin and will assist with the Super Admin duties when the primary Super Admin is unavailable.

Below are guidelines for Academic Library Services (ALS).

SCHEDULES

1. Non-exempt Employee Schedules:

- a. The ALS Super Admin will assist with all schedules and schedule changes in Kronos. All schedule changes should be filled out on the *ALS Kronos Schedule Request Form* and the form should be signed by the employee and supervisor. The completed form should be sent to the ALS Super Admin for processing.

b. Every non-exempt employee's schedule will be loaded in Kronos either as a standard or as an approved flex schedule. If a schedule changes for the summer, the summer schedule should be changed in Kronos.

c. All schedules are Sunday through Saturday. A fulltime schedule (1 FTE) is 40 hours per week. Hours worked in one week cannot be carried over to make up an absence in another week. The hours for the week should be counted in the Sunday through Saturday period regardless of whether the week is split between two months or two pay periods.

d. Supervisors of non-exempt employees with flex schedules must be mindful of potential impact on time in weeks with holidays due to GAP hours (see # 5).

2. Meal Period: Non-exempt employees are encouraged to take a meal period (punch out and in) of 1 hour unless their approved schedule calls for less time. The minimum time allowable is 30 minutes. The meal period should be duty free and away from the desk if possible. If Kronos detects less than 30 minutes for a meal period, it will read that as a lack of a meal period and reflect that as an exception on the time card. If needed, and with supervisor approval, the employee should adjust his/her schedule to avoid excess work hours for the week if a shorter than scheduled meal period is taken.

3. Overtime for Non-exempt Employees:

a. Overtime must be approved by the supervisor in advance with proper documentation.

b. There may be times when an employee inadvertently accumulates overtime due to the rounding rules in Kronos or, for example, they take a telephone call at the last minute. It is understood that preapproval is not feasible in these kinds of situations.

c. To comply with FLSA, non-exempt employees will be compensated for overtime by being allowed to take the time at 1.5 times the hours over 40 within 12 months of the date the time was earned. This compensatory time must be used before an employee uses annual vacation or bonus leave or goes on Leave Without Pay status. If the compensatory time earned is not used within a year of date earned, the time must be paid out.

4. Timecard Review: Employees and supervisors should review timecards weekly to address cases where the total hours for the work week do not equal 40. The appropriate leave should be adjusted to meet the scheduled hours for that week.

5. GAP Hours: A GAP Hours situation occurs when a non-exempt employee works extra straight time hours over those scheduled (such as a Holiday week or a University Closed situation). These hours are compensated with pay at the hourly rate and are coded in Kronos as Hours over Paid Schedule. Care should be taken so that an employee does not go over their scheduled hours, especially those that do not work regular 8-5 shifts. Example: If an employee works 9 hours M-Th and 4 hours on Friday, and Friday is a holiday, the employee will not work the 4 hours on Friday and will reduce their Monday-Thursday schedule by 4 hours to avoid going over the scheduled 32 hours.

6. Adverse Weather and Emergency Event Policy:

a. Please see the link under www.ecu.edu/hr for the latest [Adverse Weather and Emergency Event Policy](#).

b. Small amounts of adverse weather time owed by exempt employees are managed

between the employee and the supervisor and not within Kronos. As such events are always unique, questions about individual circumstances should be directed to ALS Kronos SuperAdmin and ALS Human Resources.

Condition 1 or Condition 2

- c. When an Adverse Weather situation occurs, time lost from work should first be charged to any accrued compensatory time that is available, or the employee can use available vacation or bonus leave.
- d. The University does not require that employees be offered the opportunity to make up times missed because of an adverse weather event. Such action is subject to supervisor approval.
- e. An ECU Alert will be sent indicating the Condition Level and the hours that it will affect. For example, if an ECU Alert is sent announcing that Condition Level 1 is in effect from 7pm Monday-10am Tuesday, then anyone whose schedule starts at 8am and ends before 7 pm would be able to use Adverse Weather from 8-10am (2 hours) for that Tuesday. Someone whose schedule begins at 7:30am would be able to use Adverse Weather from 7:30-10am (2.5 hours).
- f. “Adverse Weather” is not a paid time code. Extra hours worked outside of the regularly scheduled hours during that week (with supervisor approval) will accrue as comp time and can be used to offset the Adverse Weather hours for the week.
- g. The ALS Super Admin will record the pay code for “Adverse Weather Owed” on non-exempt employees’ timecards corresponding to the number of hours and date of use.
- h. When a non-exempt employee makes-up Adverse Weather time, the supervisor should provide the employee’s name, number of hours made up and the date of make-up to the ALS Super Admin on a weekly basis until the time is made up. The ALS Super Admin will record the pay code “Adverse Weather Make-up” on the employee’s timecard. The “Adverse Weather Make-up” pay code will reduce/cancel out Adverse Weather Taken and, when all hours are made up, return the Adverse Weather balance to zero.
- i. Employees carrying “Adverse Weather Owed” balances that are not made up within 90 days of use will have vacation or bonus vacation hours reduced by the number of hours owed. If leave time is not available to account for “Adverse Weather Owed,” an employee’s pay may be reduced to cover the hours taken.

Condition 3

- j. All Kronos Non-Emergency employees (exempt and non-exempt) should use the pay code “University Closed – Paid” on their timecard for regularly scheduled work hours that fall during a Condition 3 event. All employees have access to this pay code and may add it to their timecard. Supervisors should confirm that the number of hours applied to the timecard is correct before approving.
- k. Please note the hours of closure on the ECU Alert. For example, if an ECU Alert is sent announcing a Condition 3 event from 7pm Monday-10am Tuesday, then anyone

whose schedule starts at 8am would use the University Closed-Paid from 8-10am (2 hours) but someone whose schedule begins at 7:30am would use University Closed-Paid from 7:30-10am (2.5 hours).

l. Extra hours worked outside of the regularly scheduled hours during that week will result in GAP hours and should be avoided unless necessary with supervisor approval.

7. Holidays:

a. ECU Holidays are pre-coded in Kronos by ECU payroll.

b. Employees and supervisors should be aware that ECU closes each year for winter break and requires each employee to use some accrued leave time. Employees and supervisors should take time to consult the [ECU holiday calendar](#) early in the year to ensure that appropriate leave balances are available for the days required to be off during winter break. Reduction in pay will be processed for any employee who does not have enough leave time to cover the required winter break days off.

LEAVE

8. Planned Time-Off-Request:

ALS does not use the time off request features in Kronos. Supervisors are responsible for communication to employees on how leave requests are to be made in their departments.

9. Negative Leave:

a. ALS follows the ECU and NC Office of State Human Resources policy regarding the advancement of vacation or sick leave. Unless approved by the unit administrator, an employee can only be advanced leave that will be earned in the current and immediately-following month. In Kronos, the overdraft will show as a negative balance in the Kronos Accruals Information.

b. Supervisor and Director approval are required prior to advancing any leave in excess of leave that will be earned in the current and immediately-following month to an employee. Email requests should be sent to the approvers and the Director will forward on to the ALS HR Administrator and ALS Super Admin upon approval.

10. PTO Vacation & PTO Bonus Vacation: Non-exempt employees should use the PTO Vacation or PTO Bonus Vacation code on their time cards. The code will pull from the Comp Time bucket first, then cascade to the Vacation or Bonus Vacation bucket. This way the available Comp Time is always used first. When using vacation and comp time on the same day, the non-exempt employee should use the PTO Vacation code for the full amount of time.

11. Exempt Employees: Exempt employees should enter the number of hours taken when coding leave.

12. FMLA: An employee in an FMLA situation should contact the ECU Human Resources benefits department for the [procedure](#) and [paperwork](#). The employee should also notify the ALS HR Administrator.

a. Once the FMLA is approved, the benefits office will add the number of approved hours

to the accrual bucket in Kronos.

b. FMLA is not a paid leave type. If the employee chooses to remain in paid status using sick, vacation or bonus vacation leave, that time also needs to be coded to the timesheet in addition to the FMLA.

c. The employee or supervisor will have to code the FMLA hours and the leave hours on separate lines on the timecard. If assistance is needed with this process, please contact the ALS Super Admin.

d. If the employee will be taking the FMLA time without pay, a Request to Reduce Pay form will need to be submitted to the Payroll office by the ALS Super Admin.

13. [Faculty Serious Illness and Parental Leave Policy](#): A faculty member with a qualifying event should contact the ECU Human Resources benefit department for the procedure and paperwork. This FSIL process with HR will include FMLA process for faculty and will not need to be done separately. The faculty member should also notify the ALS HR Administrator.

a. Once the FSIL/FMLA is approved, the benefits office will add the number of approved hours to the accrual bucket in Kronos.

b. The employee or supervisor will have to code the FSIL/FMLA hours on a separate line from the sick or vacation time.

14. Leave of Absence: Upon notification from the supervisor, the ALS HR Administrator will be responsible for coordinating notification in BANNER with HR Benefits. If an employee is exhausting leave, the supervisor will be responsible for recording it in Kronos and ALS Super Admin will sign off.

TIMECARD

15. Timecard Exceptions: Non-exempt employees will record time (punch in and out) via Kronos on their workstations or at appropriate timeclocks when they arrive for the day, leave for lunch, return from lunch, leave for the day or any other in and out time during the workday. Whenever a punch is early, late or missed when compared to the non-exempt employee's schedule, Kronos will create a Timecard Exception that must be reviewed by the supervisor. Employees are encouraged to email their supervisors to inform them of exceptions.

a. Exceptions should be reviewed weekly by employee and supervisor.

b. The supervisor will mark the exception as reviewed and may add a comment from the dropdown list.

c. If an employee's actual punch must be edited or deleted, the supervisor must choose an appropriate comment from drop down options and/or add 'Note' if necessary to explain the situation and need for modification.

d. The 'Note' field may be used by employees and supervisors to record information for reference.

16. Timecard Approvals: *The employee approval must be on his/her timecard before 12:00 pm on the 1st business day after the end of the pay period. The supervisor approval must be on employee timecards by 5:00 pm on the 1st business day after the end of the pay period. If either*

the employee or supervisor is unable to perform their duties the ALS Super Admin should be notified as soon as possible. Please note that the timecard approval includes approval of all accrual balances as well as any unapproved timecards from previous pay periods.

- a. Employees must approve their own timecards at the end of the pay period. Best practice is to approve them when clocking out on the last working day of the pay period.
- b. Supervisors will approve timecards for their employees at the end of each pay period.
- c. If a supervisor is absent on approval day, their supervisor will approve those timecards.
- d. The ALS Super Admin will perform sign-off for all timecards after they have been approved by the supervisor.

17. Kronos Clock Out Calculator and Rounding:

- a. Non-exempt employees may consider using the [ALS Kronos Clock Out Calculator](#) to assist in estimated [rounding](#) within Kronos.
- b. Kronos utilizes the 7/8 rounding rule which rounds time to the nearest quarter hour with 7 minutes or less after the quarter hour rounding backwards and 8 minutes or more rounding ahead.
- c. Lunch periods are also rounded, but to the nearest quarter hour based on the amount of time taken for lunch, not the individual punch times themselves.

KRONOS Supervisor NOTES

17. ECU Last Week Perm Non-Exempt Genie:

- a. Non-exempt employee hours should be checked by the supervisor on a weekly basis, preferably Monday or Tuesday of the following week.
- b. The Genie can be accessed by adding the Manage My Department workspace tab. When the workspace is opened, the ECU Last Week Perm Non-Exempt Genie can be selected from the Quickfinds drop down. Once selected, the time period defaults to the previous week.
- c. The Total Weekly Hours toward 40 column should equal 40. Any hours less than 40 will need to be reviewed and leave added to make up the hours. Any hours over 40 will need to have the leave reduced if leave was recorded. If no leave was used but the weekly total is still over 40, this represents comp time earned. Please discuss with employee if this occurs and has not been pre-approved.

18. Current Exceptions Genie:

- a. The ECU Exceptions Genie should be checked weekly to ensure all exceptions are addressed and marked as reviewed.
- b. The Genie can be accessed by opening the Manage My Department tab. Once selected from the Quickfinds drop down, the Genie will automatically open for the current pay period.

19. Change in Supervisor/ Kronos Approver roles:

- a. Supervisors are responsible for notifying the ALS Kronos SuperAdmin when they begin supervising new employees or there is an adjustment in their supervisory role.
- b. When an employee's supervisor is changed, the ALS Kronos SuperAdmin will work with payroll to grant supervisory access in Kronos.

20. Terminations:

- a. In lieu of a final leave card, the final employee vacation payout will be assigned to the time card in Kronos on the employee's last day by the ALS Super Admin. Supervisors are responsible for making the ALS HR Administrator aware of the employee's final work date so leave and termination forms can be processed. The ALS HR Administrator will inform the ALS Super Admin of the termination date so leave can be processed.
- b. Terminated employees may show in Kronos for several pay periods after their termination date.

NOTE: *Compliance with these guidelines will be considered a part of job performance and employees and supervisors will be evaluated accordingly.*