

Subject: Time Keeping, Attendance and Leave Reporting

Title: Kronos Implementation in Academic Library Services

Administrative Procedure – Date

Issued by Administration: May 15, 2017

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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 our 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. Nonexempt 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. 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.

Following below are guidelines for Academic Library Services (ALS).

SCHEDULES

1. Nonexempt Employee Schedules:

- a. Every nonexempt 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 must be loaded in Kronos.
- b. A full time schedule (1 FTE) is 40 hours per week, Sunday through Saturday. All schedules are Sunday through Saturday regardless of the FTE. 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.

- c. Supervisors of nonexempt employees with Flex schedules must be mindful of potential impact on time in weeks with holidays due to GAP hours (see # 4).
- d. The Super Admin will be responsible for entering schedules into Kronos unless the Super Admin has granted permission to a specific Supervisor. The schedule must be approved by Supervisor and Second Level Supervisor.

2. Meal Period: Nonexempt employees are expected 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 Nonexempt Employees:

- a. Generally, overtime must be approved by the supervisor in advance.
- b. There may be times when an employee inadvertently accumulates overtime due to the rounding rules in Kronos or, for example, he/she takes a telephone call at the last minute. It is understood that preapproval is not feasible in these kinds of situations.
- c. In order to comply with FLSA, 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 leave or goes on Leave Without Pay status to account for time away. If the compensatory time earned is not used within a year of date earned, the time must be paid.

4. Timecard Review: Timecards should be reviewed weekly to address cases where the total hours for the work week are less than 40 and the appropriate leave should be added 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 an 8x5 shift. 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. Generally speaking, small amounts of adverse weather time owed for 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 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. Employee make-up time missed on account of an adverse weather event is subject to supervisor approval and is not a requirement of the University.
- e. An ECU Alert will be sent indicating the Condition Level and the hours that it will be effect. If an ECU Alert is sent announcing Condition Level 1 is in effect from 7pm Monday-10am Tuesday, then anyone whose schedule starts at 8am would be able to use Adverse Weather from 8-10am (2 hours), someone whose schedule begins at 7:30am would be able to use Adverse Weather from 7:30-10am (2.5 hours).
- f. Extra hours worked outside of the regularly scheduled hours during that week (with Supervisor approval) will offset the Adverse Weather hours for the week.
- g. The 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 Super Admin. The 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 amount 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 nonexempt) 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.
- b. Care should be taken to adjust schedules for the week for non-exempt employees so that GAP hours are not incurred.

LEAVE

8. Planned Time-Off-Request:

- a. Use of this feature in Kronos will be determined by each supervisor.
- b. If a time off request is approved, a cancellation request must be submitted to remove the leave from the time card.

9. Negative Leave:

- a. ALS follows the ECU and OSHR 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, Second Level Supervisor (if applicable), and Director approval is required prior to advancing any leave to an employee.

- 10. PTO Vacation & PTO Bonus Vacation:** Non-exempt employees are encouraged to 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:** When submitting a Time Off Request, exempt employees should enter the number of hours taken when coding accrued 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 on a separate line from the sick or vacation time.
 - 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 Supervisor. The supervisor must also notify the Leave Clerk to process the LWOP action in Banner.
- 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.

TIMECARD

- 14. Timecard Exceptions:** Nonexempt employees will record time (punch in and out) via Kronos on their workstations 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 should 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 also has the option to add a comment from the drop down list.
- c. If an employee's actual punch must be edited, 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.

15. 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 before 5:00 pm on the 1st business day after the end of the pay period or if the supervisor is out on that day, by 9:00 am on the next business day. Exceptions to this schedule will be published in advance. 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 day of the pay period. There will be automatic email reminders.
- b. Supervisors will approve timecards for their employees at the end of each pay period.
- c. If a supervisor is absent on approval day, his/her supervisor will approve those timecards.
- d. The Super Admin will perform sign-off for all timecards after they have been approved by the supervisor.

MISCELLANEOUS

16. Leave of Absence: Upon notification from the supervisor, the Super Admin 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 Super Admin will sign off.

17. Super Admin Role: The Payroll and Student Hiring Manager will serve as the Super Admin for ALS. She/He will become the departmental expert on Kronos and will serve as the first line of support for any Kronos issues that

arise. If she/he cannot address them, then she/he will escalate to next level of support.

KRONOS MANAGER NOTES

18.ECU Last Week NonExempt:

- 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 widget can be accessed by going to the Weekly and Pay Period Manager Tasks workspace. When the workspace is opened, the ECU Last Week NonExempt widget automatically opens and 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].

19.Current Exceptions:

- a. The Current Exceptions widget should be checked weekly to ensure all exceptions are addressed and marked as reviewed.
- b. The widget can be accessed by opening the Daily Manager Tasks workspace. The widget will automatically open for the current pay period.

20.Terminations:

- a. In lieu of a final leave card, the final employee vacation payout will be added to the leave card on the employee's last day by the Super Admin. Please be sure the Super Admin is aware of the employee's final work date. The leave will be paid in the next pay period.
- b. Terminated employees can show up in Kronos an average of two pay periods after their termination date. The time frame could be less or more depending on the employee type.

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