



KRONOS QUICK GUIDE

FOR FACILITIES SERVICES

JANUARY 28, 2021
UNIVERSITY OF FLORIDA
FS Payroll Dept
Revision 6

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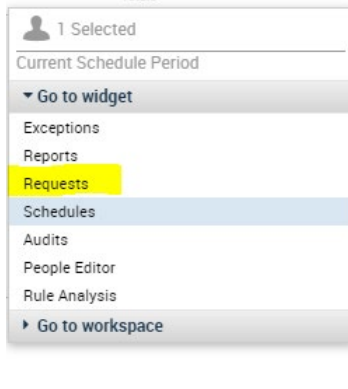
CANCELLING LEAVE REQUEST

This only applies to requests that have already been approved.



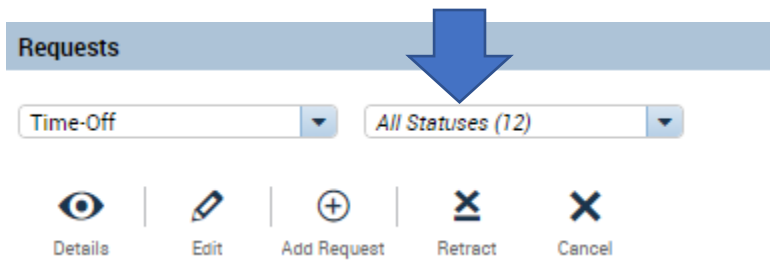
While in an employee's **timecard** select the GO TO icon **Go To** this is in the upper right -hand corner of the timecard.

Select REQUESTS from the dropdown



NOTE: NEVER Retract a leave request. This does nothing to the time requested. It will remove it from your request screen, but it will stay in the employee's timecard.
Only Use: Cancel or Refuse.

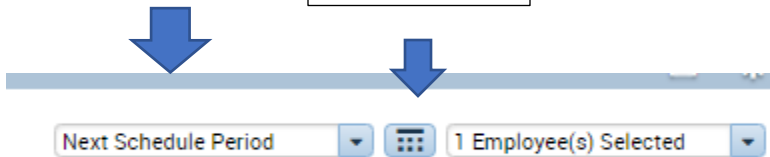
To be sure you are showing all lines in the request screen make sure ALL STATUS is selected in the Status drop down – this is on the top of the request screen.



Also, make sure you have the correct dates, or pay period selected for the time you are trying to remove from a card.

Calendar Button

This is in the far right of your screen.



Current Schedule Period

- 7/05/2020 - 7/11/2020
- 7/12/2020 - 7/18/2020
- 7/19/2020 - 7/25/2020
- 7/26/2020 - 8/01/2020
- 8/02/2020 - 8/08/2020
- 8/16/2020 - 8/22/2020
- 8/23/2020 - 8/29/2020
- 12/13/2020 - 12/19/2020
- Previous Schedule Period
- Current Schedule Period**
- Next Schedule Period

You have several options to choose,
 Current Schedule Period
 Next Schedule Period
 Or choose the dates you want to see by

Select the **request you wish to remove** by clicking on the line that needs removing. It will be highlighted in blue.

Employee	Pay Code	Start Date	End Date	S
WILLIAMS, LINDA L	Vacation	12/28/2020	12/31/2020	Approved

Once you have clicked on that line select the CANCEL button

Time-Off ▼ All Statuses (12) ▼

The request window will open up use side bar (on right) to scroll down - please add notes to the comment first - note should pertain to **reason you are cancelling request**

Cancel Time-Off Request

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
1/28/2021	1/28/2021	Sick	Hours	7:00AM	8.0

Accruals on: 1/28/2021

Accrual	Balance
December Personal Leave	0.0 Hour
OT Comp Earned	0.0 Hour
Parental Leave Available	0.0 Hour

Status History

- Approved: 1/27/2021 - 2:36:28PM
Irisor
- Submitted: 1/27/2021 - 9:34:28AM
4500User

Comments (0)

Select Comment ▼

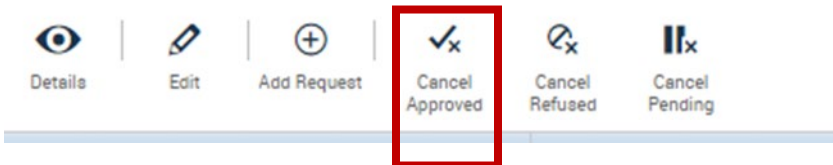
Type a note (optional)

Click on the CANCEL REQUEST button (status will state **cancel submitted**)

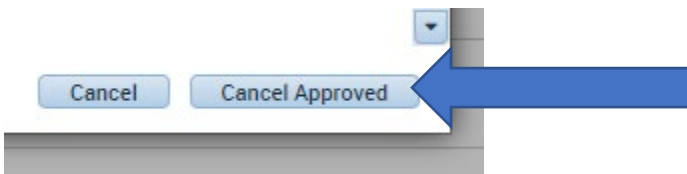
Cancel Refused	Cancel Pending	Pay Code	Start Date	End Date	Status
		Sick	1/28/2021	1/28/2021	Cancel Submitted

A new button will then appear at the top you will have a **CANCEL APPROVE** button.

Click on the same line with the Cancel Submitted and click on the CANCEL APPROVED button



The same window will open up again and click the APPROVE button.



That status should now say Cancel Approved

End Date	Status
3/22/2018	Cancel Approved



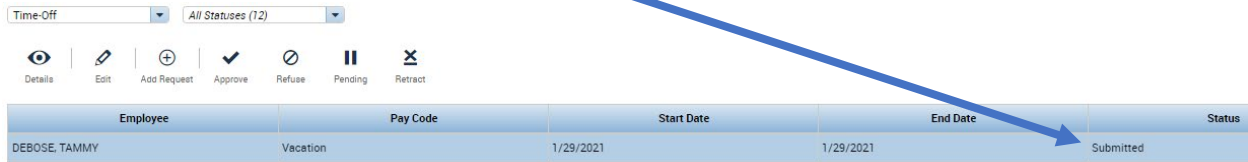
You can go back to the timecard and click on your REFRESH button in the upper right-hand corner of the card, and the leave time should be removed from the card.

If you haven't approved the leave request and you don't want to allow the request to go through, then you can **REFUSE** the leave request. **NEVER** select retract, this will remove it from the request but will keep the time in the Kronos card.

EDITING LEAVE REQUEST

Go into the **Requests** Screen (you can do this directly in the time card).

Select your employee who has “**submitted**” a request. (This **will not work** on a request that has been already approved).



Time-Off: [dropdown] All Statuses (12) [dropdown]

Details | Edit | Add Request | Approve | Refuse | Pending | Retract

Employee	Pay Code	Start Date	End Date	Status
DEBOSE, TAMMY	Vacation	1/29/2021	1/29/2021	Submitted

Once you have clicked on your employee (line is highlighted in blue), then go to the top of the workspace and click on **APPROVE**

It will open the window for you to approve (**DO NOT** approve), below is where you can edit the request. Once this screen pops up you can just start editing the request. You can change the Start date, End date, Pay Code, Start Time and Daily Amount. Just LEFT click with your mouse on the item you wish to correct.

Approve Time-Off Request

Submitted: 1/27/2021 - 9:32:22AM
Modified by: 4500User

Employee: DEBOSE, TAMMY Type: Time Off Request

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
1/29/2021	1/29/2021	Vacation	Hours	7am	

Below the start time is being corrected and then the daily amount.

Accruals on: 1/29/2021

Accrual	Balance
December Personal Leave	0.0 Hour
OT Comp Earned	0.0 Hour
Parental Leave Available	0.0 Hour

Changes can be made to:

- Dates requested
- Pay type
- Start Time
- Length (hours)

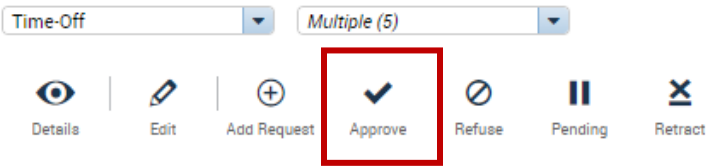
Add notes here as to why you are editing leave request

After you have made the edits you need to make you can then go ahead and add your comment and a note as to why the request was edited.

Then click the APPROVE button and the request will appear on the card.

Please be sure to **REVIEW** the leave requests before approving. You can fix them before clicking on the APPROVE button.

Pull up the original request by clicking on Approve



In this example time has been scheduled over the weekend. Those hours need to be changed to zero. So instead of making employee redo the request you can adjust the card, as this is the easiest route.

Original Request – to be adjusted

Approve Time-Off Request

Submitted: 6/23/2021 - 3:08:03PM
Modified by: 4500User

Employee: DEBOSE, TAMMY Type: Time Off Request

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	x	6/25/2021	6/28/2021	Sick	Hours	7:00AM	8.0

Accruals on: 6/25/2021

Accrual	Balance
December Personal Leave	0.0 Hour
OT Comp Earned	0.0 Hour
Paid Family Leave	0.0 Hour

Status History

Submitted: 6/23/2021 - 3:08:03PM
4500User

Comments (0)

Select Comment

Type a note (optional)

Whenever you are adjusting their leave request BE SURE and **add a NOTE** to the comment section below.



Cancel Approve

To Adjust the Request

Approve Time-Off Request

Submitted: 6/23/2021 - 3:08:03PM

Modified by: 4500User

Employee: DEBOSE, TAMMY Type: Time Off Request

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount	
+	x	6/25/2021	6/25/2021	Sick	Hours	7:00AM	8.0	Friday Date
+	x	6/28/2021	6/28/2021	Sick	Hours	7:00AM	8.0	Monday Date
+	x	6/26/2021	6/27/2021	Sick	Hours	7:00AM	0.0	Weekend

Accruals on: 6/25/2021

Click on the + like you do in timecard to add a line – above 3 lines needed to be added to change the dates. The Friday date and the Monday date need to be separated.

1. The first line the date needs to be changed from **Start Date** 6/25 to **End Date** 6/25
2. Second Line dates needs to be changed from **Start Date** 6/28 to **End Date** 6/28
3. Third line needs to be the weekend dates **Start Date** 06/26 **End Date** 6/27 and the hours need to be changed to 0.
4. **ADD NOTE in the comment section!!** You are changing what an employee requested.

If the employee has scheduled time over a weekend and has more than one day before the week or after the weekend you still need to add 3 lines and the dates on those lines would be whatever dates are before the weekend (ex: Start 06/22/2021 End 06/25/2021), same it was on the Monday going forward.

Just remember you can edit any felid above BEFORE approving.

- Start Date (if they change what dates they want to use, you can change them)
- End Date
- Pay Code (leave type) (if they want to use special comp instead of vacation, you can change)
- Start Time (usually start of shift or if taking a half day the time they plan on leaving).
- DAILY AMOUNT – must only be the number of hours in their shift 8 or 10 hours
- Note must be entered with any changes.

NOTE:

If your employee has scheduled **more than 8 hours** in a day (unless they have a 10 hour shift), then be sure and change that to 8 hours also. Even if they are taking more than one day the **Daily Amount** is always either 8 or 10 hours.

REDUCING LEAVE TIME

When an employee has leave time in their card for the pay week and they have over 40 hours the leave time must be reduced.

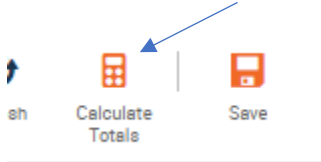
Pay Code	Amount
Regular Work - TEAMS	29.5
Total Payable Hours	44.0
Vacation	14.5

Go into the timecard and to the date the leave time was scheduled. Add a line on that date.

Enter the leave time that you need to reduce using the negative symbol. (-- 4.00 as seen below).

+	×	Wed 3/24					Vacation	-4.0	
+	×			12:00AM	1:29AM				
+	×		5:00PM-1:30AM						
+	×			5:00PM			Vacation	6.5	4.0

Click on “CALCULATE” - if the time is correct as below, then click on “SAVE”.



Pay Code	Amount
Regular Work - TEAMS	29.5
Total Payable Hours	40.0
Vacation	10.5

Enter a comment on the leave time that was reduced: “Leave time reduced due to hours worked, not needed.”

To add leave time you would do the same, add leave time to the date that it is needed. The time for the day should not be more than the employees regular shift hours.

Steps for adding the leave time

Add a line to the date needed

Use the appropriate leave pay code

In amount enter the number of leave hours adding to card (total should equal no more than normal shift time, or take them over 40 hours for the week)

PUNCH MISSED OVER THE WEEKEND

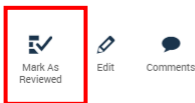
When an employee has missed a punch on a Friday Kronos calculates the time as if the employee has worked over the weekend and until the next punched time (which will be taken as the “Out Punch”) has been added to the clock.

When the employee clocks in next (in this example Monday) you will see the punches reading at **12:00am in purple**. The purple punches are generated by Kronos.

Before doing any fixes to the card, please be sure to **MARK AS REVIEWED** in Punch Actions – right click in the cell where you have an exception. 

Punch Actions

Date: 7/12/2019
 Time: 3:38PM
 Rounded Time: 7/12/2019 3:45F
 Time Zone: (GMT -05:00) Ea:
 Exceptions: Late Out
 Last Edit Date: 7/12/2019
 Edit Made By: SUPERUSER

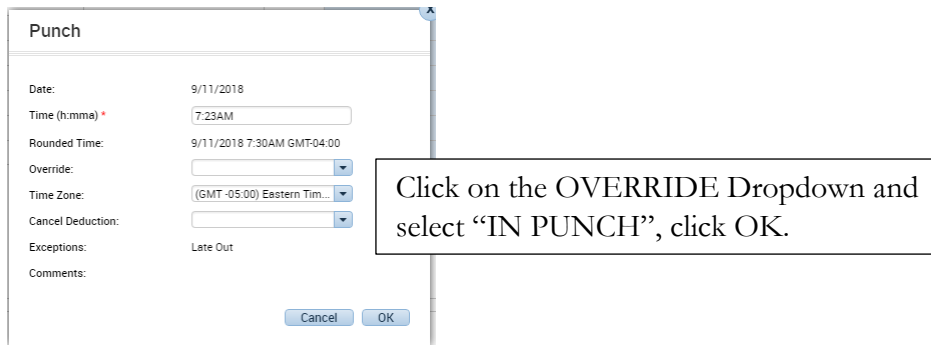
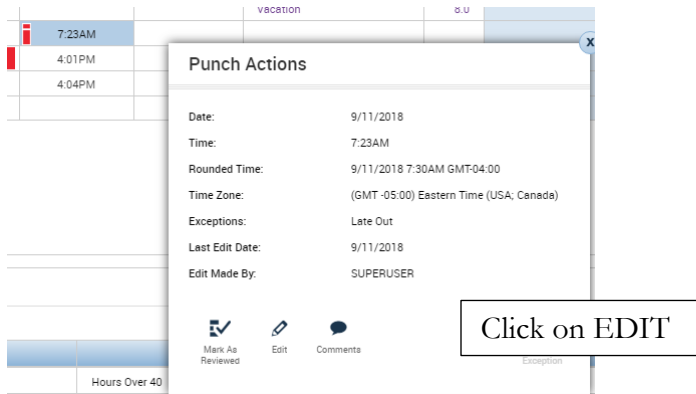


To correct, you will need to move the next punch (in this example – the Monday punch). This will be showing as an Out Punch. Example below.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Daily
	Fri 9/07	7:30AM-4:00PM	6:33AM	12:00AM				17.0
	Sat 9/08		12:00AM	12:00AM				24.0
	Sun 9/09		12:00AM	12:00AM				24.0
	Mon 9/10		12:00AM	12:00AM				
		7:30AM-4:00PM						
			7:30AM					32.0
	Tue 9/11		12:00AM	7:23AM				
		7:30AM-4:00PM		4:01PM				7.5
	Wed 9/12	7:30AM-4:00PM	6:45AM	4:04PM				8.75
	Thu 9/13	7:30AM-4:00PM	7:23AM					

This is actually the IN

Right click in the OUT punch.



Once you have clicked OK you will see the time correct itself. (see image below – red box has moved).

CLICK SAVE to make sure you save the change. Notice the time has now corrected itself. You can now enter the time employee left work for the day in the red box.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Daily
+ X	Fri 9/07	7:30AM-4:00PM	6:33AM					
+ X	Sat 9/08							
+ X	Sun 9/09							
+ X	Mon 9/10	7:30AM-4:00PM	7:30AM			Vacation	8.0	8.0
+ X	Tue 9/11	7:30AM-4:00PM	7:23AM	4:01PM				8.0
+ X	Wed 9/12	7:30AM-4:00PM	6:45AM	4:04PM				8.75
+ X	Thu 9/13	7:30AM-4:00PM	7:23AM					

Click on **SAVE** again. Please enter comments and SAVE.

WHEN MORE THAN ONE PUNCH HAS BEEN MISSED

In this sample the employee missed the **Out Punch on Friday** and the **In Punch on Monday**.

In order to fix this, **FIRST** you need to add a line on Friday

	Date	Schedule	In	Out	Transfer	P
+ X	Fri 3/16	7:00AM-3:30PM	5:58AM	12:00AM		
+ X			12:00AM	12:00AM		
+ X				330p		
+ X	Sun 3/18		12:00AM	12:00AM		
+ X	Mon 3/19		12:00AM	3:31PM		
+ X		7:00AM-3:30PM				

Add the time the employee left for the day in the Out column. It will then give you a red box where you can enter the IN Punch on Monday.

	Date	Schedule	In	Out	Transfer	P
+ X	Fri 3/16	7:00AM-3:30PM	5:58AM	330p		
+ X	Sat 3/17					
+ X	Sun 3/18					
+ X	Mon 3/19	7:00AM-3:30PM	3:31PM			
+ X	Tue 3/20	7:00AM-3:30PM	6:59AM	3:32PM		
+ X	Wed 3/21	7:00AM-3:30PM	6:53AM			

Click on SAVE and enter your comments.

WHEN AN ENTIRE SHIFT HAS BEEN MISSED

If both punches have been missed for a shift then you need to add a line, use the employee’s pay code “Regular Work – TEAMS / USPS / TEMP” and the total number of hours they worked for that particular shift. **DO NOT ADD PUNCH TIMES.** This is the only case where you will NOT add punch times.

+ X	Tue 11/16				Regular Work - Temp	8.0	8.0
+ X		5:00AM-1:30PM					
+ X	Wed 11/17				Regular Work - Temp	8.0	8.0
+ X		5:00AM-1:30PM					
+ X	Thu 11/18				Regular Work - Temp	8.0	8.0

Example of added lines (above).

MOVING A PUNCH

When you have a missed punch showing on a card, sometimes It is because time is in an “incorrect column” and the punch just needs to be moved.

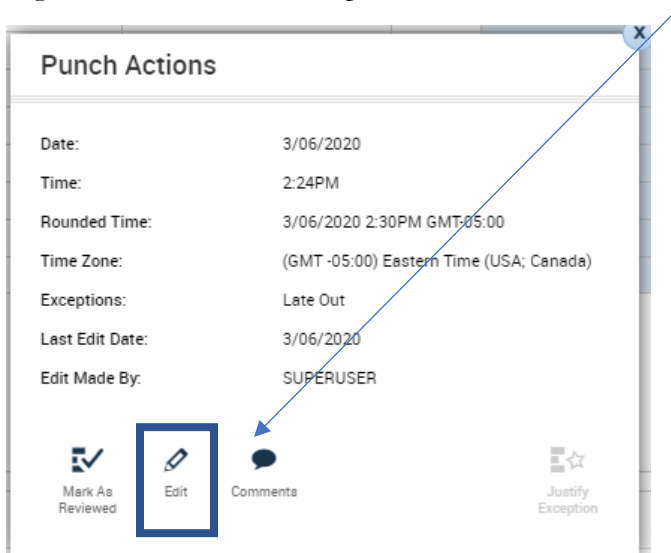
Below is an example of an Out Punch that needs to be moved to an In Punch.

Approve Timecard Sign Off Accruals Actions

	Date	Schedule	In	Out
+ x	Fri 3/06		4:58AM	1:30PM
+ x		5:00AM-1:30PM	[Red Bar]	2:24PM
+ x			[Red Bar]	5:31PM
+ x	Sat 3/07		12:00AM	12:00AM
+ x	Sun 3/08		12:00AM	12:00AM
+ x	Mon 3/09		12:00AM	5:00AM
+ x		5:00AM-1:30PM	[Red Bar]	1:30PM
+ x	Tue 3/10	5:00AM-1:30PM	4:59AM	
+ x	Wed 3/11	5:00AM-1:30PM		
+ x	Thu 3/12	5:00AM-1:30PM		

The punch for 2:24PM on Friday 3/6 needs to be moved to an In Punch

Right click on the 2:24 PM punch time, click on the EDIT icon



Once you click on edit the PUNCH window will pop up.

You want to go to the OVERRIDE drop down and select IN PUNCH

Punch

Date: 3/06/2020

Time (h:mma) * 2:24PM

Rounded Time: 3/06/2020 2:30PM GMT+05:00

Override: <None>
In Punch
Out Punch
New Shift
30 Min

Time Zone:

Cancel Deduction:

Exceptions:

Comments:

Cancel OK

Click on OK

Time should now be in the right column and other times will move to the correct columns

Approve Timecard Sign Off Accruals Actions

		Date	Schedule	In	Out	Transfer
+	x	Fri 3/06	5:00AM-1:30PM	4:58AM	1:30PM	
+	x				2:24PM	5:31PM
+	x	Sat 3/07				
+	x	Sun 3/08				
+	x	Mon 3/09	5:00AM-1:30PM	5:00AM	1:30PM	
+	x	Tue 3/10	5:00AM-1:30PM	4:59AM		
+	x	Wed 3/11	5:00AM-1:30PM			
+	x	Thu 3/12	5:00AM-1:30PM			

Be sure to **select SAVE** to make sure the change you just made stays in the card.

Add comments as to **why the punch was moved** (i.e., schedule adjustment, punch in incorrect column, etc.)

DOUBLE PUNCHES

Double punches can be generated because an employee is trying to schedule leave time but the clock has timed out on them, or because they believe the clock did not register the first punch and punch again.

1. First, if you can, have the employee clock back in immediately. This will give a third punch but should not affect their time.
2. If they tell you later in the day about the accidental punch wait until after they clock out at the end of the day, you will have a “red box” for an In Punch. You will need to enter a time for them, enter one minute AFTER the time they accidentally punched.
3. If they do not let you know about the accidental punch and clocked out at the end of the day, you will have a “red box” for an In Punch. You will need to enter a time for them, enter one minute AFTER the time they accidentally punched.

	Date	Schedule	In	Out	Transfer	Pay Code
+ X	Fri 4/27	5:00AM-1:30PM	5:00AM	1:29PM		
+ X	Sat 4/28					
+ X	Sun 4/29					
+ X	Mon 4/30	5:00AM-1:30PM	5:01AM	1:29PM		
+ X	Tue 5/01	5:00AM-1:30PM	4:54AM	1:29PM		
+ X	Wed 5/02	5:00AM-1:30PM	4:58AM	1:30PM		
+ X	Thu 5/03	5:00AM-1:30PM	4:54AM	12:26PM		
+ X			12:27PM	1:29PM		

After entering your punch:

1. Right click on the punches and “marked as reviewed”,
2. Add comment as to what happened.
 - A. **Acknowledge** – add note: “Employee clocked out accidentally while trying to schedule leave time.”

Follow the same procedure for the end of the day, add a “punch out” time a minute after the duplicate punch.

If it is going to add time to their timecard, please email payroll and we will remove the punch for you.

HOW TO ADJUST TIME – NO CHANGING OR DELETING PUNCHES

An employee punch should not be changed for any reason. These are instructions on how you would handle punch times.

You will add a line and enter pay code to adjust the time card.

A pay code should be one of the following:

Regular Work – TEAMS

Regular Work – USPS

Regular Work – TMP

DO NOT USE>> **Hours Worked** – this code is not an active code.

Example:

Employees normal shift is 7:30, they punch in at 7:23 but they did not start work.

You will need to reduce the hours worked as this punch will add .25 hours to their card.

Add a line to the timecard on the same day punch occurred, enter their work code in the pay code column. The same step will be taken if they clocked out later than they should have and not actually worked.

In the amount column, you will add a negative number of the time that you need to reduce. So if an employee clocked in 8 minutes early giving them an extra 15 minutes you enter a negative 15 minutes (-.25). (all time must be in increments of quarter (.25) hours.

The same would happen if they clocked out 8 minutes late (also leading to 15 minutes of overtime). You would enter the negative 15 minutes (-.25).

You also MUST put note in the comments as to why you are reducing the employee time.

Acknowledge - “Employee did not start work at that time, clocked early in error”

Acknowledge - “Employee did not work over but clocked out late.”

Whatever the reason is you need to enter into notes in the comment section.

If an employee clocked out in error while trying to schedule leave time, have them clock right back in. Then at the end of the day when they clock out again, adjust their time as needed by adding a line, using their pay code (as stated above) and enter the time they need to bring them to their 8 hours.

Your note in the comments section should state why you are adding time.

Acknowledge - "Employee clocked out in error while scheduling leave time"

Do not change or delete punches, and should you have a question PLEASE contact the payroll office. We are here to assist you, and happy to do so.

REMOVING A LUNCH PERIOD (MEAL DEDUCTION)

An employee will automatically be charged for the lunch period if they have worked **5 or more hours**. If an employee left early and has worked 5 hours but did not take a lunch, you will need to remove the lunch period.

- Right click on the OUT Punch on the day lunch was not taken.

The screenshot shows a timecard interface with a table of punches and a 'Punch Actions' modal window. The table has columns for Date, Schedule, In, and Out. The 'Punch Actions' modal window is open, showing details for a punch on 3/22/2019 at 7:59AM. The modal includes fields for Date, Time, Rounded Time, Time Zone, Last Edit Date, and Edit Made By. There are also 'Edit' and 'Comments' buttons at the bottom of the modal.

	Date	Schedule	In	Out
+	Thu 3/21+		11:55PM	7:59AM
+	Fri 3/22	7:00AM-3:30PM		
+	Sat 3/23			
+	Sun 3/24			
+	Mon 3/25	7:00AM-3:30PM	6:53AM	3:29PM
+	Tue 3/26	7:00AM-3:30PM	6:54AM	3:29PM
+	Wed 3/27	7:00AM-3:30PM	6:53AM	3:31PM
+	Thu 3/28	7:00AM-3:30PM	6:54AM	3:29PM

Punch Actions

Date: 3/22/2019
Time: 7:59AM
Rounded Time: 3/22/2019 8:00AM GMT-04:00
Time Zone: (GMT -05:00) Eastern Time (USA, Canada)
Last Edit Date: 3/22/2019
Edit Made By: SUPERUSER

Edit Comments

- Click on EDIT (pencil icon)

The screenshot shows the 'Punch' edit form. The 'Cancel Deduction' dropdown menu is open, showing options: '<None>', '30 Minute Meal Dedu...', '60 Minute Meal Dedu...', and 'All'. The 'Time' field is set to 7:59AM. The 'Date' is 3/22/2019. The 'Rounded Time' is 3/22/2019 8:00AM GMT-04:00. The 'Time Zone' is (GMT -05:00) Eastern Tim... The 'Comments' field is empty. There are 'Cancel' and 'OK' buttons at the bottom.

Punch

Date: 3/22/2019
Time (h:mma) *: 7:59AM
Rounded Time: 3/22/2019 8:00AM GMT-04:00
Override:
Time Zone: (GMT -05:00) Eastern Tim...
Cancel Deduction:
Exceptions:
Comments:
Cancel OK

Click on the CANCEL DEDUCTION dropdown.
Choose the appropriate mealtime.
Click OK
Click on SAVE

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Daily	Shift
<input type="checkbox"/>	Thu 3/21*		11:55PM	7:59AM					8.0
<input type="checkbox"/>	Fri 3/22	7:00AM-3:30PM						8.0	
<input type="checkbox"/>	Sat 3/23								
<input type="checkbox"/>	Sun 3/24								

- Time then changes from 7.5 to 8.0 hours giving the employee a completed shift for the day.
- Add **COMMENT** and then click on SAVE once more.

ADDING LUNCH DEDUCTION

If employee has taken a lunch and it was not deducted automatically. This could happen because they left early and have 4.5 hours and then when they came back and completed the rest of the shift they had 3.5 hours. An employee must work **5 consecutive hours** in order for the lunch to be deducted automatically.

WATSON, DENNIS 1 of 1 76086703

Approve Timecard Sign Off Accruals Actions

Add a line on the day you need to make the change. (In this case Monday).

The line will display below the date line.

			Out	Transfer	
					UF Homec
+	x	Mon 10/09	5:00AM-9:00AM	4:54AM	1:29PM
+	x	Tue 10/10	5:00AM-9:00AM	4:53AM	

WATSON, DENNIS 1 of 1 76086703

Approve Timecard Sign Off Accruals Actions

Right click in the **PAY CODE** click on **edit** enter the work code they assigned to employee. (Regular Work – TEAMS, USPS, or TEMP).

In the amount enter a negative -.50 / -1.0 to reduce time for the lunchtime taken.

					Pay Code	Amount
+	x	Fri 10/09			UF Homecoming	8.0
+	x	Sat 10/10				
+	x	Sun 10/11				
+	x	Mon 10/12				
+	x	Tue 10/10	5:00AM-9:00AM	4:53AM	Regular Work - TEAMS	-0.5

EVENING / NIGHT SHIFT EMPLOYEES


Adding a missed punch for end of Evening/Night Shift employee. A red box may not be present for this missed punch. Just follow the instructions below.

MILES, KEITH T 1 of 1 27302101

Approve Timecard Sign Off Accruals Actions

Date	Schedule	In	Out	Trans
Fri 7/05		12:00AM	1:30AM	::Holiday
	5:00PM-1:30AM	4:58PM	1:30a	
Sat 7/06				

Right click in cell
Add time



In	Out	Transfer	Pay Code	Amount	Daily	Shift
12:00AM	1:30AM	::Holiday Evening	Holiday Evening	1.5		1.5
4:58PM	1:30AM				1.5	

The calculate icon will “push” the time to Saturday, this way you can make sure it’s correct before approving.

MILES, KEITH T 1 of 1 27302101

Approve Timecard Sign Off Accruals Actions

Date	Schedule	In	Out	Transfer
Fri 7/05		12:00AM	1:30AM	::Holiday Eveni
	5:00PM-1:30AM	4:58PM	12:00AM	
Sat 7/06		12:00AM	1:30AM	

Time is now moved to Saturday as it should be.
Click Save

ALSO TO NOTE FOR EVENING / NIGHT SHIFT EMPLOYEES

If they have a day where a punch was missed, you might need see this in the card as NO EXCEPTIONS will be in the card. This is because the shifts “roll-over” to the next day.

If you are missing time in a card make sure to check each day and that you see the employee clocked in and out for their shift.

ENTERING TIME FOR OFFICIAL UF CLOSING (Hurricane, Storm, Disaster, etc.)

When UF closes officially due to a hurricane or any other natural disaster the Emergency Leave (EMC) code is used.

This should be entered by the employee's supervisor directly into the Kronos card. When this code is used it should be paid at the number of hours of the employees shift.

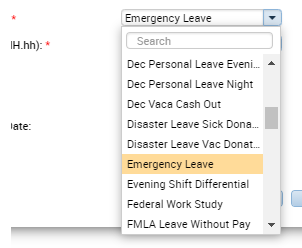
If the shift is 10 hours per day, then the Emergency Leave time should be 10 hours

If the shift is 8 hours per day, then the Emergency Leave time should be 8 hours.

Even if they have worked on the day UF was officially closed they should get the total number of hours on this shift.

The only exception would be if an employee already had pre-scheduled leave time in the card then it will stay as the pre-scheduled leave time.

If you have further questions of how this would be used under certain circumstances please contact HR at 352-392-2333.

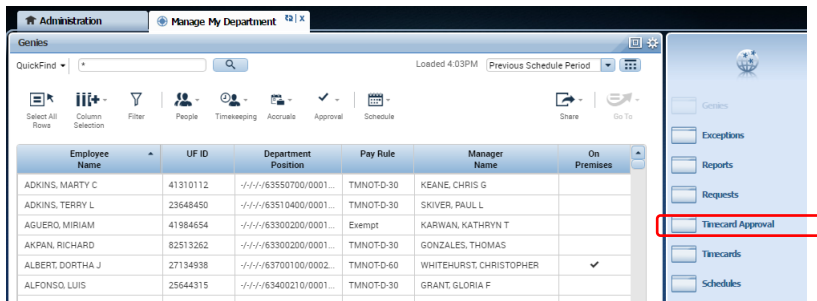


Please note that this time may result in Special Comp time or the employee depending on how many hours they have physically worked within the pay week in which the Emergency occurs.

APPROVING TIMECARDS

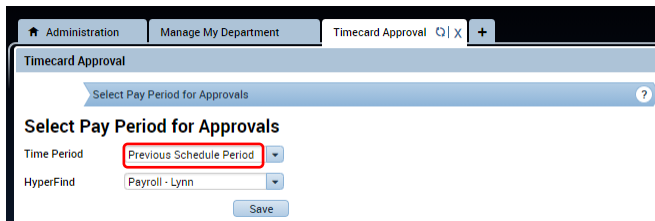
There are three ways in which you can approve timecards. One way is to go through the TIMECARD APPROVAL widget (this is on the blue side bar to the right of the screen)

Click on the “Timecard Approval” Widget

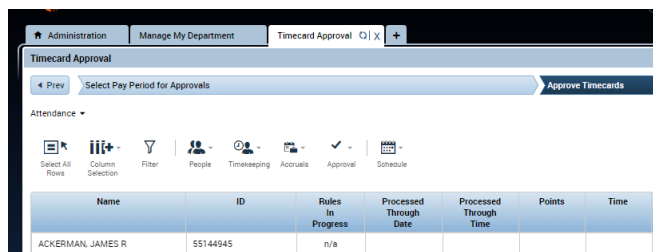


Click on SELECT PAY PERIOD FOR APPROVALS. Be sure you have selected **Previous Schedule Period**.

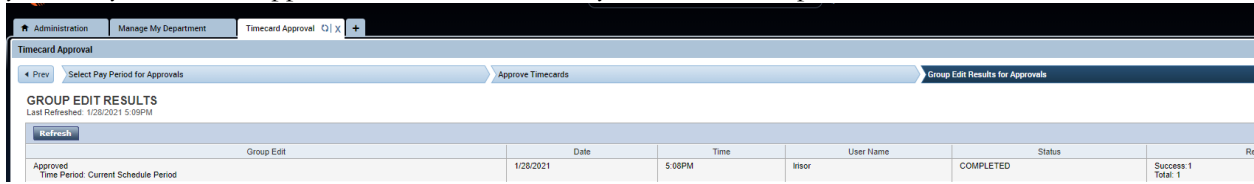
Click Next.



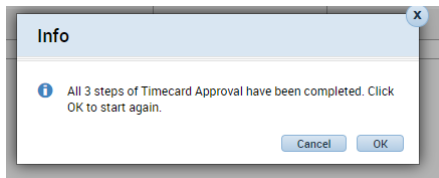
Review any outstanding punch issues. ****NOTE – you should be reviewing exceptions daily – this is a final opportunity to check. You can view details on an individual employee by double clicking on them and this will pull up their time card to edit.**



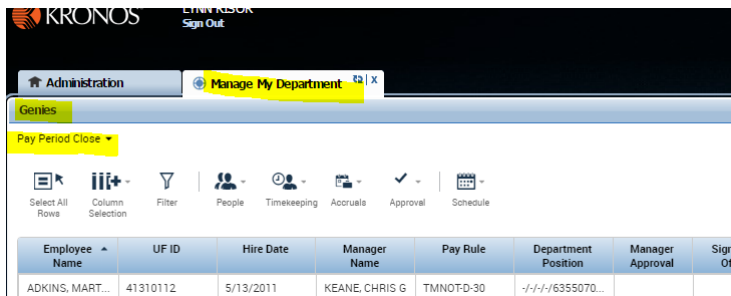
To approve all timecards once reviewed, click “Select All Rows”, then click the “Approval” dropdown, and choose “Approve Timecard”. This will lock the timecard for editing. A pop window will display asking “Are you sure you want to Approve?”, click YES. Then you will see Group Edit Results



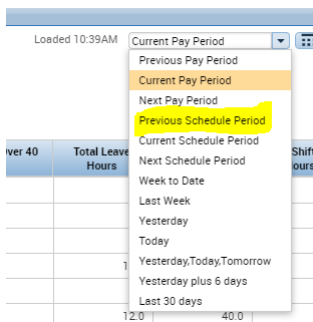
Then click “DONE” and the pop up below will display. You can then close the screen to approve.



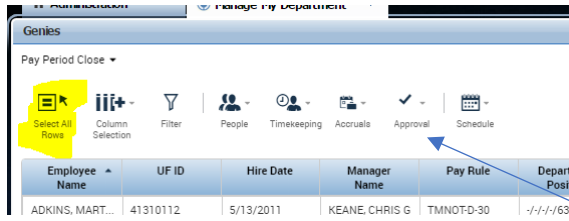
APPROVING THROUGH PAY PERIOD CLOSE GENIE



Once in the Pay Period Close Screen they can then select the Time Period

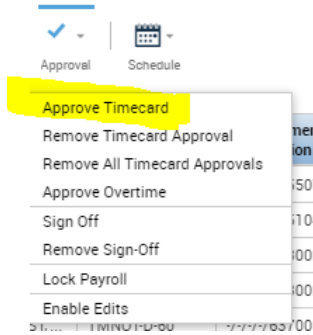


Once selected, they can now select ALL ROWS

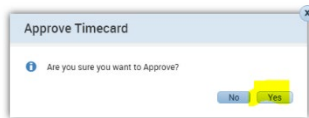


All row should be blue.

Once all rows have been selected they can go to the APPROVAL icon



Select APPROVE TIMECARD



Click on YES and all cards selected will be approved. They will have to hit the refresh button

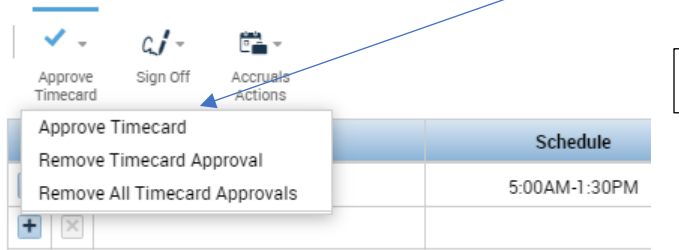


And then the MANAGER APPROVAL column should all have 1's for the cards that have been approved, and they may want to hit the refresh more than once. Sometimes it takes a few minutes, so refreshing more than once is a good idea.

Time cards should then be approved just for that TIME PERIOD that was selected – Previous Schedule Period

A third way to approve a time cards is while you are in the timecard itself.

While in the time card in the top left you will have the Approve Timecard dropdown



You simply select Approve Timecard

TIMECARD APPROVAL REPORT

On the blue side bar select REPORTS

In the REPORTS tab you will see selections in the white window of all the reports that can be run.

- + Tele Time IP
- + Timecard
- + Working Time Directive

In this case you want to click on the + Timecard

Timecard Audit Trail

Timecard Sign-off, Request and Approval

Scroll down to

Click on the line and it will pull up fields to the right for you to complete.

TIMECARD SIGN-OFF, REQUEST AND APPROVAL

Description Displays audit information related to Timecard Sign-off, Timecard Approvals, and transactions for the selected time frame. The information includes the date and

People Report by Manager 1

Time Period Previous Pay Period

Output Format Adobe Acrobat Document(.pdf)

The Report by Manager 1 Option, allows you to choose one manager at a time.

You would choose your manager by clicking on the EDIT field and it will bring you to a new window.

HYPERFIND QUERIES *

Save Save As Return Refresh

Visibility Personal Query Name * Report by Manager 1 Description R

Select Conditions Assemble Query View SQL Test

Filter

- General Information
 - Name or ID
 - Primary Job
 - Expired Primary Job
 - Primary Account
 - Additional Information
 - Person's Dates
- Timekeeper

REPORTS TO

Include Exclude people who meet this condition

Reports To

- AGUERO, MIRIAM
- ALBERT, DORTHA J
- ANDINO, DAVID
- ARTERS, CHRIS D
- BARFIELD, RENEE D

Under REPORTS TO

You want to scroll through until you see the manager you wish to run a report on.

Select your manager (line will highlight in blue)

OSTEEN, WILLIAM S
OWENS, MICHAEL N
PACE, SYLVIA C

Then click on ADD

Selected Conditions Add Update Delete

Reports To OWENS, MICHAEL N

The will add your manager to the SELECTED CONDITIONS

Click on SAVE and it will take you back to the REPORTS window.

Make sure the PEOPLE Field still says REPORT BY MANAGER 1

Choose your time period

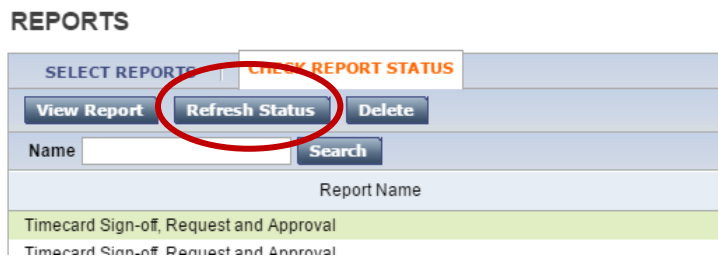
You don't need to change the Output form, it defaults to an Adobe report.

Select RUN REPORT

REPORTS



You will be brought to another screen. Your report will be on the top line, click on that line and select REFRESH STATUS.



You will see under that status column "waiting" until you hit refresh, it will either complete right way or it will process until it goes to complete.

Once status reads complete you can click on VIEW REPORT.

A bar will populate on the bottom of your screen where you can click on the report to view. You can then do a “save as” and save to a file of your choosing.

The report should look like the example below.

Timecard Signoff, Request and Approval Audit Trail

Time Period: Previous Pay Period

Query: Report by Manager 1

Database Time Zone: (GMT -05:00) Eastern Time (Applies to data in Edit Date/Time column)

Action Taken	Effective Date	Start Time	Amount	Edit Date/Time	User
	<i>Reason</i>	<i>Comments</i>			
Name: CRAIG, STEVEN M					
ID: 87170420					
Approval by Manager	6/6/2019			6/7/2019 6:36 AM	nealowens
Approval by Manager	6/13/2019			6/14/2019 7:04 AM	nealowens
Name: PASCHALL, MARK					
ID: 14940344					
Approval by Manager	6/6/2019			6/7/2019 8:17 AM	jstewart1
Approval by Manager	6/13/2019			6/13/2019 4:39 PM	jstewart1
Name: PEREYRA, JESSE					
ID: 94516999					
Approval by Manager	6/6/2019			6/7/2019 8:18 AM	jstewart1
Approval by Manager	6/13/2019			6/13/2019 4:37 PM	jstewart1

The report shows you the employees who were approved and what time their timecards were approved.

HINTS ON CHECKING LEAVE TIME WITHIN THE KRONOS CARD

When checking to see if an employee has enough time on their time card you need to click on the day of the leave time to see how much they have remaining, especially if they have more than one of the same leave time in a week.

Example:

Employee below has scheduled more than one day of vacation. If you click on the date Friday 2/22. In the accruals, you will see the employee has 75.3 hours.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Daily
<input type="checkbox"/>	Thu 2/21	5:00PM-1:30AM	4:57PM	12:00AM				
<input checked="" type="checkbox"/>	Fri 2/22		12:00AM	1:29AM				
<input checked="" type="checkbox"/>		5:00PM-1:30AM	5:00PM	11:30PM	::Sick Evening	Sick Evening	6.5	8.0
<input checked="" type="checkbox"/>	Sat 2/23		12:00AM	1:30AM	::Sick Evening	Sick Evening	1.5	1.5
<input checked="" type="checkbox"/>	Sun 2/24							
<input checked="" type="checkbox"/>	Mon 2/25	5:00PM-1:30AM	5:00PM	11:30PM	::Vacation Evening	Vacation Evening	6.5	6.5
<input checked="" type="checkbox"/>	Tue 2/26		12:00AM	1:30AM	::Vacation Evening	Vacation Evening	1.5	
<input checked="" type="checkbox"/>		5:00PM-1:30AM	5:00PM	11:30PM	::Vacation Evening	Vacation Evening	6.5	8.0
<input checked="" type="checkbox"/>	Wed 2/27	5:00PM-1:30AM	5:00PM	11:30PM	::Vacation Evening	Vacation Evening	6.5	6.5
<input checked="" type="checkbox"/>	Thu 2/28		12:00AM	1:30AM	::Vacation Evening	Vacation Evening	1.5	
<input checked="" type="checkbox"/>		5:00PM-1:30AM	5:01PM	12:00AM				9.5
<input checked="" type="checkbox"/>	Fri 3/01		12:00AM	1:29AM				

Totals		Accruals	Historical Corrections	Audits
		Accrual Code	Accrual Available Balance	
		Parental Leave Available		0.0
		Parental Leave Owed to UF		0.0
		Regular Comp		0.0
		Sick		3.12
		Sick Leave Pool		0.0
		Special Comp		0.0
		Vacation		75.3

If you click on Monday 2/25, where the first Vacation day was scheduled:

+	⊗	Mon 2/25	5:00PM-1:30AM	5:00PM	11:30PM	:::Vacation Evening	Vacation Evening	6.5	6.5
+	⊗	Tue 2/26		12:00AM	1:30AM	:::Vacation Evening	Vacation Evening	1.5	
+	⊗		5:00PM-1:30AM	5:00PM	11:30PM	:::Vacation Evening	Vacation Evening	6.5	8.0
+	⊗	Wed 2/27	5:00PM-1:30AM	5:00PM	11:30PM	:::Vacation Evening	Vacation Evening	6.5	6.5
+	⊗	Thu 2/28		12:00AM	1:30AM	:::Vacation Evening	Vacation Evening	1.5	
+	⊗			12:00AM	1:30AM	:::Vacation Evening	Vacation Evening	1.5	
+	⊗		5:00PM-1:30AM	5:01PM	12:00AM				9.5
+	⊗	Fri 3/01		12:00AM	1:29AM				

Totals **Accruals** Historical Corrections Audits

Accrual Code	Accrual Available Balance
Parental Leave Available	0.0
Parental Leave Owed to UF	0.0
Regular Comp	0.0
Sick	3.12
Sick Leave Pool	0.0
Special Comp	0.0
Vacation	68.8

You can now see the employee only has 68.8 hours of vacation as it has deducted the time scheduled on Monday from the accrual balance that was there the previous day.

The same will happen when you click on the last day of vacation taken Thursday 2/28:

+	⊗	Thu 2/28		12:00AM	1:30AM	:::Vacation Evening	Vacation Evening	1.5	
+	⊗			12:00AM	1:30AM	:::Vacation Evening	Vacation Evening	1.5	
+	⊗		5:00PM-1:30AM	5:01PM	12:00AM				9.5
+	⊗	Fri 3/01		12:00AM	1:29AM				

Totals **Accruals** Historical Corrections Audits

Accrual Code	Accrual Available Balance
Parental Leave Available	0.0
Parental Leave Owed to UF	0.0
Regular Comp	0.0
Sick	3.12
Sick Leave Pool	0.0
Special Comp	0.0
Vacation	51.3

You can see the employee balance is now 51.3 hours of leave time. And this will be what they have for the following pay week. If it's the end of a pay period, it is what they would have starting the next pay period, plus whatever they have accrued.

This is the same for any leave time scheduled. Just click on the day before they scheduled to see how much time they have. Then click on each day they schedule to see how it changes and what remains.

Do not allow them to go into the negatives.

Also, you should be reviewing your accrual summaries at the beginning of the pay period.

KRONOS LYNN RISOR Sign Out

Administration Manage My Department

Genies
Accruals Summary

Loaded 12:03PM Current Pay Period

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule

Name	Pay Rule	Type
------	----------	------

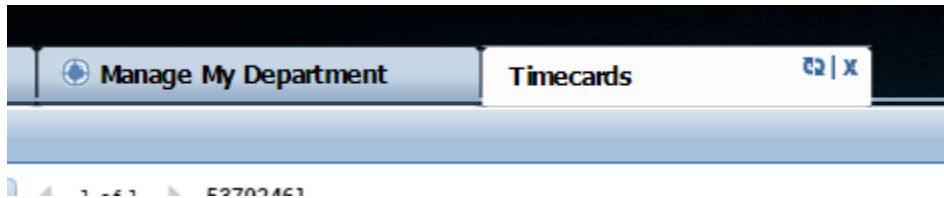
Be sure and choose the pay period you are reviewing:
Ex: "Current Pay Period"


CALL BACKS

When an employee is On Call for the week and is called back to work on an Emergency situation and is unable to clock in, or you need to add travel time you will add this as "Regular Work – TEAMS (or USPS).

You will add the comment **CALL BACK** to the time added stating why the employee was called back to work or state that is it "travel time" if that is what you are adding.


Go into to employees time card.



You will click on the  plus sign on the date of where you need to add the time.

Kronos will add a line to the timecard.

	Regular Work - TEAMS
--	----------------------

Use the pay code for your employee  (you can verify this by checking on the bottom of the Kronos card where all the totals are).

In the Pay Column you will add the Regular Work – TEAMS (or USPS), in the amount column add the number of hours for the "call back" / travel time. Whichever applies. Click on save.

Click on the amount column and then click on comment, and add the comment, should be "CALL BACK" and then the "Note" should apply to what transpired.

Also – if they have clocked in and out for the call back situation, you will do the same with the time, you will click on either the in or out time, use the comment CALL BACK and any notes relating to why individual was called back to campus.

Examples:

"called back to take care of exhaust fan in BLDG 203"

"travel time for call back"

SPECIAL COMPENSATION

How Special Compensation Works.

- Special Comp is **NOT automatically earned** because it is a holiday week.
- Special Comp is NOT earned any other time than in a holiday week (or official UF Close) if the rules below are applied.
- If a pay week has **1 holiday** within that week, an employee must **PHYSICALLY work 32 hours**. They will receive their 32 worked and the 8 holiday = 40 hours.
- If an employee **PHYSICALLY works OVER the 32 hours** needed, they will earn Special Comp for **every hour worked over the 32 up to 8 hours**. If hours are over 40 of **physical work**, then those hours over 40 will go into overtime.
- If there is a **holiday and a UF Official Close day in a week** (2 days off) an employee only needs to **PHYSICALLY work 24 hours** –If the following leave times below occur in a holiday week that would be an example of 2 admin days in one pay week (Holiday / Official Close).
 - Emergency Leave time (official UF closing) can only be reduced in certain circumstances
 - Jury Duty – treated as holiday, time cannot be reduced
 - Personal Holiday – treated as holiday (USPS only) – time cannot be reduced
- If there are more days in a week, which is extremely rare - you would follow the same formulas as above. The key is **PHYSICAL hours worked**.
- For overtime – the time worked must be hours **physically worked over 40**.

To recap: Just because there is a Holiday in a given pay week, Special Comp IS NOT automatically earned. You have to physically work OVER the stated hours as laid out above.

And as always if you have questions you can call the payroll Office

Lynn Risor 352-846-2396

Tammy DeBose 352-846-2395

See treatment examples below:

TREATMENT OF SPECIAL COMPENSATION										
1 Holiday in Pay Week					2 Holidays in Pay Week					
Total Hours	Physical Hours	Holiday Hours	Leave Hours	Tot Hrs	Total Hours	Physical Hours	Holiday Hours	Hol 2 Hours	Leave Hours	Tot Hrs
43.00	35.00	8.00	-	43.00	43.00	27.00	8.00	8.00	-	43.00
Breakdown					Breakdown					
Reg Hrs	32.00				Reg Hrs	24.00				
Spec Comp	3.00	(hours worked over the 32 needed)			Spec Comp	3.00	(hours worked over the 32 needed)			
Holiday	8.00				Holiday	8.00				
	43.00	Total Hours			Hol 2	8.00	(this can be an official *UF Closing - Emergency Leave*, Jury Duty, or Personal Holiday)			
						43.00	Total Hours			
1 Holiday in Pay Week					2 Holidays in Pay Week					
Total Hours	Physical Hours	Holiday Hours	Leave Hours	Tot Hrs	Total Hours	Physical Hours	Holiday Hours	Hol 2 Hours	Leave Hours	Tot Hrs
52.00	44.00	8.00	-	52.00	53.00	37.00	8.00	8.00	-	53.00
Breakdown					Breakdown					
Reg Hrs	32.00				Reg Hrs	24.00				
Spec Comp	8.00	(hours worked over the 32 needed)			Spec Comp	13.00	(hours worked over the 24 needed)			
OT	4.00	Hours Physically worked OVER 40			Holiday	8.00				
Holiday	8.00				Hol 2	8.00	(this can be an official *UF Closing - Emergency Leave*, Jury Duty, or Personal Holiday)			
	52.00	Total Hours				53.00	Total Hours			
2 Holidays in Pay Week					2 Holidays in Pay Week					
Total Hours	Physical Hours	Holiday Hours	Leave Hours	Tot Hrs	Total Hours	Physical Hours	Holiday Hours	Hol 2 Hours	Leave Hours	Tot Hrs
52.00	28.00	8.00		52.00	52.00	28.00	8.00	8.00	8.00	52.00
Breakdown					Breakdown					
Reg Hrs	24.00				Reg Hrs	24.00				
Spec Comp	-	<- No Special Comp is earned due to leave time taken			Spec Comp	8.00	<- Leave time needs to be reduced to bring employee to 40 hours			
Leave	8.00				Holiday	8.00				
Holiday	8.00				Hol 2	8.00	(this can be an official *UF Closing - Emergency Leave*, Jury Duty, or Personal Holiday)			
	48.00	Total Hours				48.00	Total Hours			

THE PAYROLL PROCESS – KRONOS vs PEOPLE SOFT

The way **APPROVALS** work.

WEEK 1	FRIDAY	1. Time needs to be reviewed that Friday Morning to make sure all time is correct.
		2. Time will then be reviewed, uploaded from Kronos and imported (entered) into People Soft.
		<ul style="list-style-type: none"> Any corrections NOT made in Kronos will result to incorrect time being entered People Soft and INCORRECT Pay.
WEEK 2	FRIDAY	1. Employees time has already been uploaded (Wed) and pay calculated.
		2. Any changes made now will NOT be reflected in People Soft or employee's paycheck. People Soft time will be changed once a "correction upload" is done on the following Monday and paid in the following pay period.
		<ul style="list-style-type: none"> This means if they were short hours, they will be short paid, if they have more hours than they should they will be overpaid.
		<ul style="list-style-type: none"> However, time still needs to be corrected and approved.

The way **REVIEW** works.

WEEK 2	WEDNESDAY	1. Time needs to be reviewed and corrected up to TUESDAY of the 2 nd week so correct information can be uploaded from Kronos and imported (entered) into People Soft for correct payment of time.
		2. If time is not corrected on or BEFORE 3:30pm on WEDNESDAY afternoon of the 2 nd Week, it will result in an employee not getting paid correctly. This is where it is extremely vital to be sure you are checking your timecards. FRIDAY IS TO LATE (refer to Friday Week 2 above)
	Wednesday	<ul style="list-style-type: none"> Always remember Wednesday & Thursday time is PROJECTED in People Soft as if they worked. If they did not work or the time changed in anyway, payroll needs to be notified immediately of any of those changes so we can make the adjustment in People Soft.

KRONOS is where time is managed. (Time must be accurate for correct payment).

PEOPLE SOFT is how employees are paid.

Just remember, changes you make in **KRONOS DO NOT** automatically change how they will be paid or correct their time in **PEOPLE SOFT**, this must be done by an upload or manually corrected by payroll.

See Calendar example next page.

CALENDAR EXAMPLE

APPROVAL

BEG OF WEEK 1	END OF WEEK 1	CORRECT AND APPROVE TIME
Friday	Thursday	Friday
01/21/2022	01/27/2022	01/28/2022

REVIEW

BEG OF WEEK 2	CHECK & CORRECT UP TO TUESDAY
Friday	Wednesday (AM)
01/28/2022	02/02/2022
	Time Uploaded in Afternoon – how employee is paid in current pay period.

APPROVAL

BEG OF WEEK 2	END OF WEEK 2	CORRECT AND APPROVE TIME
Friday	Thursday	Friday
01/28/2022	02/03/2022	02/04/2022
		Any corrections done here will be paid in the following pay period.

Always be aware of the **2nd WEEK** of the pay period.

Premium Pay Policy

Approved by – Mark Helms, AVP
Facilities Services

OVERVIEW

Premium pay will be paid in accordance with University policy for non-exempt (hourly) employees working on a university holiday or during a university emergency closure. Per the approval of the AVP for Facilities Services employees will receive premium pay when working under one of the circumstances as designated below. Any circumstances not specifically designated below are not approved for Premium Pay.

Premium Pay Calculation Method

Premium Pay is a pay additive and is not considered part of an employee's regular rate of pay. For Facilities Services premium pay is provided at a rate of .5 of the employee's base rate of pay. The total amount an employee will receive when he or she is in a Premium Pay Hourly status is 1.5 times his or her normal rate of pay. This includes the employee's regular rate, plus the premium which is calculated at ½ the normal rate.

For example, if an employee with a regular pay rate of \$20 per hour is paid 8 hours of Premium Pay, his or her compensation would be:

$$\begin{aligned} &8 \text{ hours} \times \$20 = \$160 \text{ (regular pay)} \\ &\underline{+8 \text{ hours} \times \$20 \times .5 = \$80 \text{ (premium add-on)}} \\ &= 8 \text{ hours} \times \$20 \times 1.5 = \$240 \text{ (total earnings with premium pay)} \end{aligned}$$

Emergency Closure

Staffing levels for emergency closures should be kept at the minimum level required for safe operating procedures. Staffing needs and directives will be established and approved by the directors of each operational area to ensure university needs are addressed.

Emergency closures for the intent of this policy are defined as events where the primary functions of the university are shut down for a weather related event or other immediate emergency situation as declared by the university. This does not include extended campus closures where the work of the university will continue while employees work remotely.

Scheduled Work during Planned UF Closures or University Holidays

Premium pay will be paid to those employees *who work* during scheduled UF holidays or closures

(ie the period between Christmas and New Year's Eve) in order to facilitate the completion of necessary maintenance work/projects that can be more easily addressed when classes are not in session. Supervisors must provide a list of employees scheduled to complete this work in advance to be approved by the Director and AVP. Call backs on planned UF closures are not subject to Premium Pay. Please see the Call Back Policy for more details on financial incentive for call back response.

Football games during a holiday week

Premium pay will be paid to those employees who work home football games during a week with a scheduled university holiday. Employees must be working Friday evening, Saturday or Sunday for game-related activities.

Recording of Premium Pay

Premium pay will be recorded by the Payroll department. Supervisors should provide a list to payroll for employees that should receive Premium Pay as a result of working during times that UF is officially closed in spreadsheet format via email to kronos@ad.ufl.edu. This list of employees receiving Premium Pay due to any of the above-mentioned scenarios must be approved by the Director and AVP via email. Also, the appropriate Kronos comment should be added by the supervisor when reviewing timecards to help distinguish between these instances and serve as an additional reconciliation point for payroll purposes.

Emergency Leave Time

1. OPS employees are not eligible for Emergency Leave (Emergency Leave – UF Close) time.
2. All other employees if the University “officially” closes – in the event of severe weather conditions, hurricane or any other emergency employees will be paid Emergency Leave.
3. Employees will be paid Emergency Leave for the day closed if they worked, and if they did not work.
4. The exception for the employee NOT receiving Emergency Leave would be the fact they had PRE-SCHEDULED LEAVE TIME. Also if they were scheduled to on Campus due to being an essential employee and they call out, they will not receive Emergency Leave but must use their own leave time.

Again – if an employee worked THEY WILL be paid the Emergency Leave time.

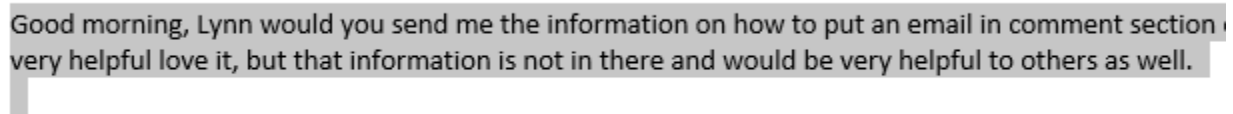
If they did not work, and were NOT scheduled to be here, they will get the Emergency Leave The pay code to use is – **EMERGENCY LEAVE – UF CLOSE** and the comment must be selected **UF OFFICAL CLOSE**

Entering Emails into Comments in Kronos

To enter an email as a comment – if I want to copy an email to enter into a comment follow the steps below:

Step One: *hit “reply” on your email that you want to copy*

Step Two: *copy the portion of the email using your mouse – right click and copy the body of text you want.*



Good morning, Lynn would you send me the information on how to put an email in comment section, very helpful love it, but that information is not in there and would be very helpful to others as well.

What you copied should be highlighted gray as above image.

Step Three: *once the portion you want is highlighted then press CNTRL + C keys on your keyboard (that’s the copy function)*

Step Four: *then go to your comment (note section) and press CNTRL + V keys on your keyboard (that is the paste function – and the only paste function that can be used to paste into Kronos).*

Your message should now be in the notes section of the comment. If you have a lot you need to copy, copy a piece at a time by looking at your message and seeing how much it allowed you to paste.

You have the ability to keep adding by clicking on the little “add” button below the note window.

Comments (1) [Add Comment](#)

⊗ Acknowledged

⊗ Alejandra attended the employee appreciation day function clocked out by supervisor. supervisor acknowledged.

[Add another note](#)

