KRONOS TIME CLOCK POLICIES AND PROCEDURES

The University of Mississippi Hospitals and Clinics

Introduction

Kronos is the time clock computer system purchased by University of Mississippi Hospitals and Clinics for collecting time information for transmission to Payroll.

Many of the UMHC’s policies are built into the computer’s program, which will help us enforce our time and attendance policies and pay our employees correctly.

Also, this system will save a significant amount of time for those recording the edits since only leave time and other edits will have to be entered into the system.

Shifts

Shift pay in Kronos will be calculated according to the UMHC’s shifts as defined in the Medical Center’s Wage and Salary policies. Although we use a wide variety of work schedules, there are three main shifts:

- First or Regular shift runs from 7:00 a.m. to 3:00 p.m.
- Second or Differential shift runs from 3:00 p.m. to 11:00 p.m.
- Third or Evening shift runs from 11:00 p.m. to 7:00 a.m.

The Medical Center’s policy on how shifts are paid in no way affects what shifts can be scheduled or worked.

Clocking In and Out by Employees

All biweekly hospital employees will be required to clock in at the beginning of their shift and out at the end of their shift, using their assigned Kronos clock. Employees will press the “Punch” softkey located on the time clock then place their identification badge in front of the proximity reader on the clocks to record their in and out time. All new biweekly employee badges will need to be activated in order for the clocks to recognize the employee’s badges. Should an employee lose a badge or have a replacement badge made, the replaced badge will not be recognized at the time clock.

If the employee is punching in and out on their assigned clock, the clock should display the employee’s name. If the employee has been given permission to use a clock other than their assigned clock, the clock should display employee’s badge number. If the clock displays “Unknown Employee”, the employee should attempt to swipe his or her badge again to ensure that the swipe was done correctly. If the error still occurs, the employee should contact their immediate supervisor. The department’s Kronos person will contact the Kronos office to identify and correct the problem.

Each department will determine whether their employees will clock in and out for lunch or will they have their lunch automatically deducted by the Kronos system.

No employee should clock in and out for breaks since breaks are paid time.
If an employee works a double shift, they should clock in when they begin their first shift and out when they finish their last shift. Kronos will automatically calculate the hours worked for both shifts.

All employees are required to clock out when they leave work for any reason other than breaks or lunch. If the employee returns to work before their shift ends, they should clock in upon their return and out at the end of their shift.

Employees may be disciplined up to and including termination for clocking in or out for someone else.

Supervisors in all departments should follow the normal disciplinary procedures up to and including termination for employees who do not clock in and out as they should. It is the responsibility of the supervisors and managers to ensure that disciplinary procedures are appropriately followed in their departments.

### Clock Assignments

Each employee will be assigned a “home” clock that is closest to his or her primary work location. The employee must always clock in and out at this location. However, our system allows punches at specific clocks other than the home clock to handle employees doing work in a department that is not their primary work location.

### Missed Clock Punches

If an employee forgets to clock in, he or she should not punch in as soon as the mistake is realized. The employee must first notify their supervisor of the missed punch and the actual time he or she began their shift. The supervisor will record the time along with the date, the employee’s name and badge number and forward this information to the department’s Kronos contact person for entry. This procedure applies to both in and out missed clock punches.

### Clock Punch Rounding

Kronos clock punches will be rounded according to a seven-minute grace period with a fifteen-minute round. For example, if an employee clocks in at 7:07 a.m., the employee will be paid starting at 7:00 a.m. If the employee clocks in at 7:08 a.m., they will be paid beginning at 7:15 a.m.

The policy applies to early as well as late punches. For example, if an employee clocks in at 6:53 a.m., they will be paid beginning at 7:00 a.m. If an employee clocks in at 6:52 a.m., they will be paid starting at 6:45 a.m.

Use the following as a guide when determining the round:

- 7:53 a.m. to 8:07 a.m. = 8:00 a.m.
- 8:08 a.m. to 8:22 a.m. = 8:15 a.m.
- 8:23 a.m. to 8:37 a.m. = 8:30 a.m.
- 8:38 a.m. to 8:52 a.m. = 8:45 a.m.
Lost Badges

Since identification badges are used to record time worked and paid using the Kronos system, an employee must have Human Resources replace a lost badge immediately after the loss is discovered. These badges will not need to be re-activated.

Leave Time

Each employee should complete and sign a “Leave Request” form each time any type of leave is requested. The employee’s supervisor will verify that the employee has the amount of requested time in their leave balance in the Kronos system or Lawson computer system.

The approved leave request will be forwarded to the department’s Kronos (payroll) contact who will record the time in the Kronos system. If any leave greater than the employee’s leave balance is approved, this time must be recorded as uncompensated time.

Please record any time spent due to required attendance at lectures, meetings, and training programs which are directly related to the employee’s job as worked time. This will ensure that the employee’s overtime pay is calculated correctly.

Department Kronos Contact

Each department should have at least two people trained to handle the Kronos functions for their department. These functions will include editing/correcting clock punches, entering/maintaining employee schedules, generating attendance reports, and recording leave and holiday time.

Kronos Time Detail Report

The Kronos Time Detail Report is the primary report each department can generate from the Kronos system. This report shows all the punch data for each employee and will be the basis for determining any edits, which need to be entered into the Kronos system.

Since the information from the Kronos Time Detail Report is used to submit each department’s payroll, the distribution and due dates of the Time Detail Report depend on the Pay Periods and their due dates to Payroll.

The biweekly pay period begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. Saturday two weeks later. If an employee’s shift begins prior to 12:00 a.m. on the date a new pay period begins, their entire time worked on that shift will be paid with the previous pay period. If the shift begins at 12:00 a.m. or later on the first day of the pay period, the time worked will be paid with the new pay period. Remember, you also have to consider, the clock punch rounding.

Approving / Signing-Off Employee Timecard

Departments must approve and sign-off their employees’ Kronos Timecards no later than 11:00 a.m. on the Monday that payroll is to be processed.
Each supervisor will review all Kronos Time Detail Reports. The last edited Kronos report must be signed by the department’s manager or supervisor to ensure that both their worked time and leave time is properly reflected.

**Manual Edits**
Edits are used to correct missed or incorrect punches as well as to record leave time in the Kronos system.

**Canceling an Automatic Meal Deduction**
A meal is automatically deducted after an employee has worked four hours and forty-five minutes (4:45). If an employee works through a meal and the department has elected to let the Kronos system automatically deduct a meal break, the employee must provide this information to the department after the supervisor has approved the meal break cancellation. The departmental personnel or an authorized Kronos user will then cancel the meal deduction in the Kronos system.

**Employee Changes**
All newly hired employees will be automatically added to the Kronos system when the employee’s PAR has been process in Lawson.

Employee terminations and transfers are updated in Kronos as the information has been entered in Lawson, based on information on the PAR.

Pay category changes are submitted to Kronos administrator via email.

Employee contact in Kronos, such as telephone numbers and email address, are updated from the Employee Directory. This information must be updated by the employee within the Employee Directory in order for the information to update to Kronos.

**Record Retention**
All departments should retain all Kronos documentation including leave forms for a minimum of one year for audit purposes. Time records and schedules are stored electronically and can be retrieved in the Kronos Workforce system.

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