



**Denver Public Schools**

# **KRONOS Workforce Central Suite**

**Manager/Supervisor/Secretarial Training ABGW Scenerios**

**Version 5.2**



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## Shift Extension

### With 12 Hour Notice

#### With 12 Hour Notice – Calculating Time Worked

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Mon 2/25											
	Tue 2/26			6:00AM		4:00PM				9.5	9.5	9.5
	Wed 2/27											

Totals & Schedule	Accruals	Audits	
All			
Account	Pay Code	Amount	Wages
12/999/26/2611/00006/0110/9648	ETS - Extra ...	1.5	15.00
12/999/26/2611/00006/0110/9648	Salary	8.0	80.00
12/999/26/2611/00006/0110/9648	Total WOR...	9.5	95.00
12/999/26/2611/00006/0110/9648	Total BASE...	8.0	80.00

Accrual Code	Bal. on Selec...	Units

Date	Start Time	End Time	Pay Code	Amount
Tue 2/26	7:00AM	3:30PM		

Shift Extension for an ABGW Employee scheduled to work 6:00 AM to 2:30 PM with a 30 minute automatic lunch deduction.

#### Scenario Information:

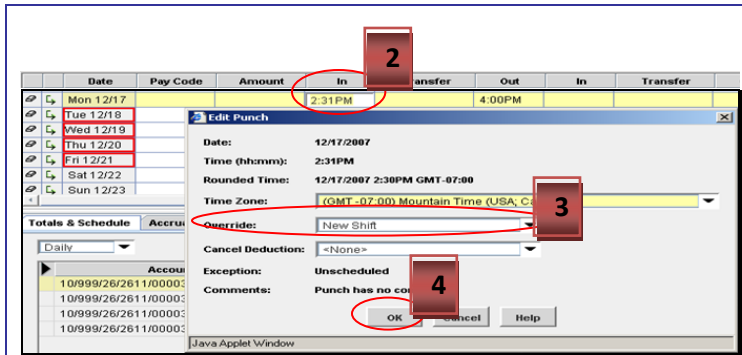
Supervisor asked employee on Monday to stay until 4:00 PM on Thursday. The time card will show the start and stop time the employee actually worked. Edits must be made.

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports					
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Wed 2/13											
	Thu 2/14			6:00AM		2:30PM	2:31PM		4:00PM	10.0	10.0	10.0
	Fri 2/15											

1. A second **In** and **Out** punch must be entered. These punches will be as if the employee punched **Out** at his regular scheduled out time and back **In** one minute later.

After punches have been entered, click outside the line and the added punches will correctly adjust as shown.





2. Right click on **In** time field
3. To **Edit Punch**, Choose **New Shift**
4. Click **OK**

Comment Approvals Reports

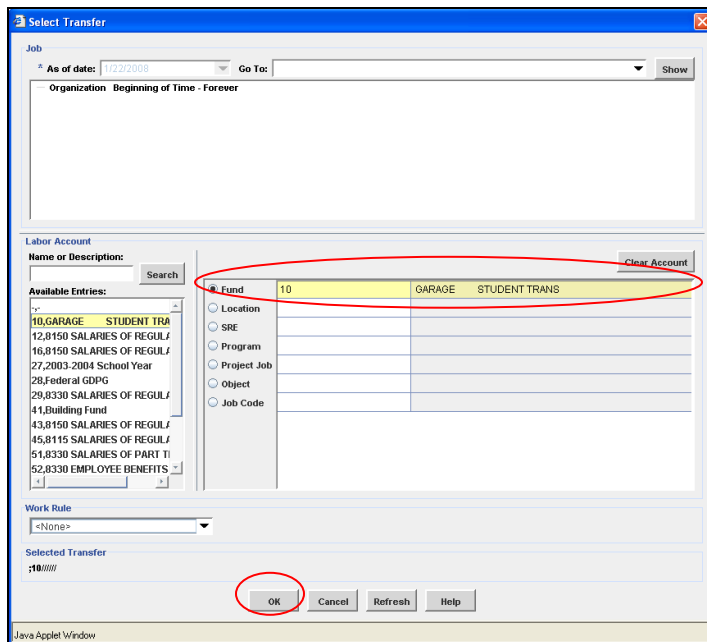
In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
6:00AM		2:30PM	2:31PM		4:00PM	10.0	10.0	10.0

Dropdown menu options:

- ;1D////;ABGW Di:
- ;;ABGW Dist Wid
- ;1D////;Call Back
- ;1D////;ABGW Sh
- ;;Call Back

Search... Alt-S

5. Click on **Transfer** drop down arrow and select **Search**



6. Transfer to **Fund 10** if appropriate
7. Click **OK** to save time record



All

Account	Pay Code	Amount	Wages
(\10\999\26\2611\00006\0110\9648	Total WORKED	1.5	15.00
(\10\999\26\2611\00006\0110\9648	ETS - Extra Time Salary	1.5	15.00
12\999\26\2611\00006\0110\9648	Salary	8.0	80.00
12\999\26\2611\00006\0110\9648	Total WORKED	8.0	80.00
12\999\26\2611\00006\0110\9648	Total BASE*NONPROD	8.0	80.00

ping\timesheet\applet\timesheetViewApplet.startad

As directed by the ABGW Agreement, employee was given the time worked (1.5) hours **ETS-Extra Time Salary** pay at the regular rate Employee not paid for overtime or travel; overtime based on 40 hour work week

### Without a 12 Hour Notice – Pay Overtime & Travel

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Fri 12/14										
Sat 12/15										
Sun 12/16										
Mon 12/17			6:00AM		4:00PM					
Tue 12/18										
Wed 12/19										
Thu 12/20										
Fri 12/21										
Sat 12/22										
Sun 12/23										
Mon 12/24										8.0

**No 12 Hour Notice Pay Overtime-** No 12 Hour Notice Pay Overtime and Travel. Employee’s time card below

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Wed 2/13										
Thu 2/14			6:00AM		4:00PM					
Fri 2/15										

Add an **In** punch for the end of the employee’s 1st shift

1. Click on **Transfer** drop down arrow and select **Search**
2. Enter **Fund 10** for **Override on Account #**
3. Select work rule **ABGW Shift Extension**
4. Click **OK**

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Fri 12/14										
Sat 12/15										
Sun 12/16										
Mon 12/17			6:00AM							
Mon 12/17			2:30PM		4:00PM				1.5	1.5
Tue 12/18										
Wed 12/19										
Thu 12/20										
Fri 12/21										
Sat 12/22										
Sun 12/23										

Account	Pay Code	Amount	Wage
(x)12/999/26/2611/00003/0110/9648	Total WOR...	3.0	45.00
10/999/26/2611/00003/0110/9648	Total BASE...	33.5	335.0
10/999/26/2611/00003/0110/9648	Travel Time	3.0	45.00
(x)12/999/26/2611/00003/0110/9648	Call Back N...	1.0	15.00
10/999/26/2611/00003/0110/9648	Holiday Be...	24.0	240.0
10/999/26/2611/00003/0110/9648	Shift Extens...	8.5	127.5

Date	Start Time	End Time	Pay Code
Mon 12/17	6:00AM	2:30PM	
Tue 12/18	6:00AM	2:30PM	
Wed 12/19	6:00AM	2:30PM	
Thu 12/20	6:00AM	2:30PM	

You can look at an employee's schedule in the lower right hand corner of the screen to see their regularly scheduled end time.

Account	Pay Code	Amount	Wages
(x)10/999/26/2611/00006/0110/9648	Total WOR...	1.5	22.50
(x)10/999/26/2611/00006/0110/9648	Total OT	2.5	37.50
(x)10/999/26/2611/00006/0110/9648	Travel Time	1.0	15.00
(x)10/999/26/2611/00006/0110/9648	Shift Extens...	1.5	22.50
12/999/26/2611/00006/0110/9648	Salary	8.0	80.00
12/999/26/2611/00006/0110/9648	Total WOR...	8.0	80.00
12/999/26/2611/00006/0110/9648	Total BASE...	8.0	80.00

Employee's is paid 1.5 in **Shift Extension 1.5** for the 1.50 hours and 1 hour for travel time all paid at **Overtime and Travel** is in **Fund 10**.



## 12 Hour Notice – Manager’s Discretion to Pay Overtime, but not Travel Time

Save   Actions   Punch   Amount   Accruals   Comment   Approvals   Reports											
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
Fri 12/14											
Sat 12/15											
Sun 12/16											
Mon 12/17			6:00AM		4:00PM						
Tue 12/18											
Wed 12/19											
Thu 12/20											
Fri 12/21											
Sat 12/22											
Sun 12/23											
Mon 12/24	2007 Dec 24	8.0									8.0

Totals & Schedule				Accruals		Audits	
Account	Pay Code	Amount	Wage	Accrual Code	Bal. on Selec...	Units	
10/999/26/2611/00003/0110/9648	Total WOR...	3.0	45.00				
10/999/26/2611/00003/0110/9648	Total BASE...	32.0	320.0				
10/999/26/2611/00003/0110/9648	Travel Time	3.0	45.00				
10/999/26/2611/00003/0110/9648	Call Back N...	1.0	15.00				
10/999/26/2611/00003/0110/9648	Holiday Be...	24.0	240.0				
10/999/26/2611/00003/0110/9648	Shift Extens...	8.5	127.5				
10/999/26/2611/00003/0110/9648	Travel Time	1.0	15.00				

Date	Start Time	End Time	Pay Code
Sat 12/15			
Sun 12/16			
Mon 12/17	6:00AM	2:30PM	
Tue 12/18	6:00AM	2:30PM	
Wed 12/19	6:00AM	2:30PM	

12 Hour Notice-You choose to pay overtime, but no travel time.

Save   Actions   Punch   Amount   Accruals   Comment   Approvals   Reports											
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
Fri 12/14											
Sat 12/15											
Sun 12/16											
Mon 12/17			6:00AM								
Mon 12/17			2:30PM		4:00PM				1.5	1.5	
Tue 12/18											
Wed 12/19											
Thu 12/20											
Fri 12/21											
Sat 12/22											
Sun 12/23											

Save   Actions   Punch   Amount   Accruals   Comment   Approvals   Reports											
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
Mon 2/25											
Tue 2/26			6:00AM								
Tue 2/26			2:30PM		4:00PM				1.5	1.5	
Wed 2/27											

**1** Select Transfer

Job: \_\_\_\_\_

As of date: 2/28/2008 Go To: \_\_\_\_\_ Show

Organization: Beginning of Time - Forever

---

**2** Labor Account

Name or Description: \_\_\_\_\_ Search Clear Account

Available Entries:

- 10: GARAGE STUDENT TRU
- 12: 8195 SALARIES OF REGUL
- 16: 8150 SALARIES OF REGUL

Fund: 10 GARAGE STUDENT TRANS

Location: \_\_\_\_\_

SRE: \_\_\_\_\_

Program: \_\_\_\_\_

---

**3** Work Rule

ABGW Shift Extension No Travel

Selected Transfer: ;18////ABGW Shift Extension No Travel

**4** OK Refresh Help

1. Add an **In** punch for the end of the employee’s 1st shift.
2. Click on the **Transfer** drop down arrow and select **Search**
3. Enter **Fund 10** for **Override to Account #**
4. Select work rule **ABGW Shift Extension No Travel**
5. Click **OK**



In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cl
6:00AM		2:30PM	2:30PM	;10////;ABGW Shift Extension No Travel	4:00PM	9.5	9.5	9

Employee is paid overtime in pay code **Shift Extension 1.5** and did not receive pay for travel time. Overtime was charged to right account.

Totals & Schedule			Accruals	Audits
All				
Account	Pay Code	A...		
(x)10/999/26/2611/00006/0110/9648	Shift Extension 1.5	1.5		
(x)10/999/26/2611/00006/0110/9648	Total OT	1.5		
(x)10/999/26/2611/00006/0110/9648	Total WORKED	1.5		
12/999/26/2611/00006/0110/9648	Salary	8.0		
12/999/26/2611/00006/0110/9648	Total BASE+NONPROD	8.0		
12/999/26/2611/00006/0110/9648	Total WORKED	8.0		

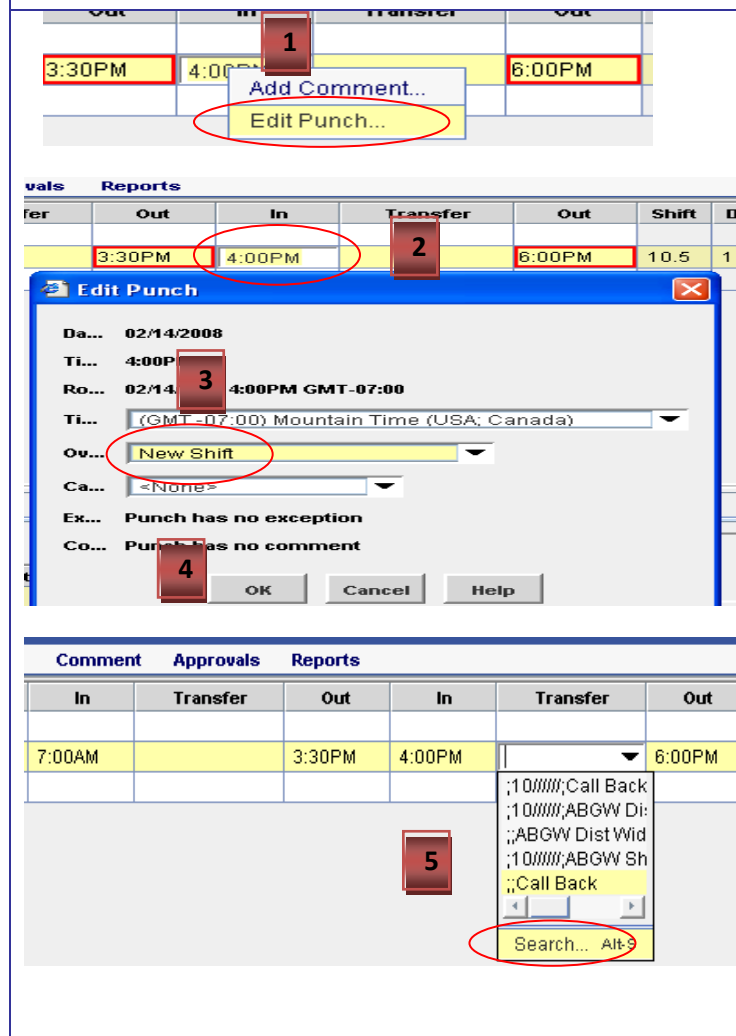


## Employee Called Back to Work

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports				
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Wed 2/13										
	Thu 2/14			7:00AM		3:30PM	4:00PM		6:00PM	10.5	10.5
	Fri 2/15										

### Scenario Information:

Employee was called back to work after shift was over and worked from 4:00 PM to 6:00 PM. **The Employee needs to punch in and out.**



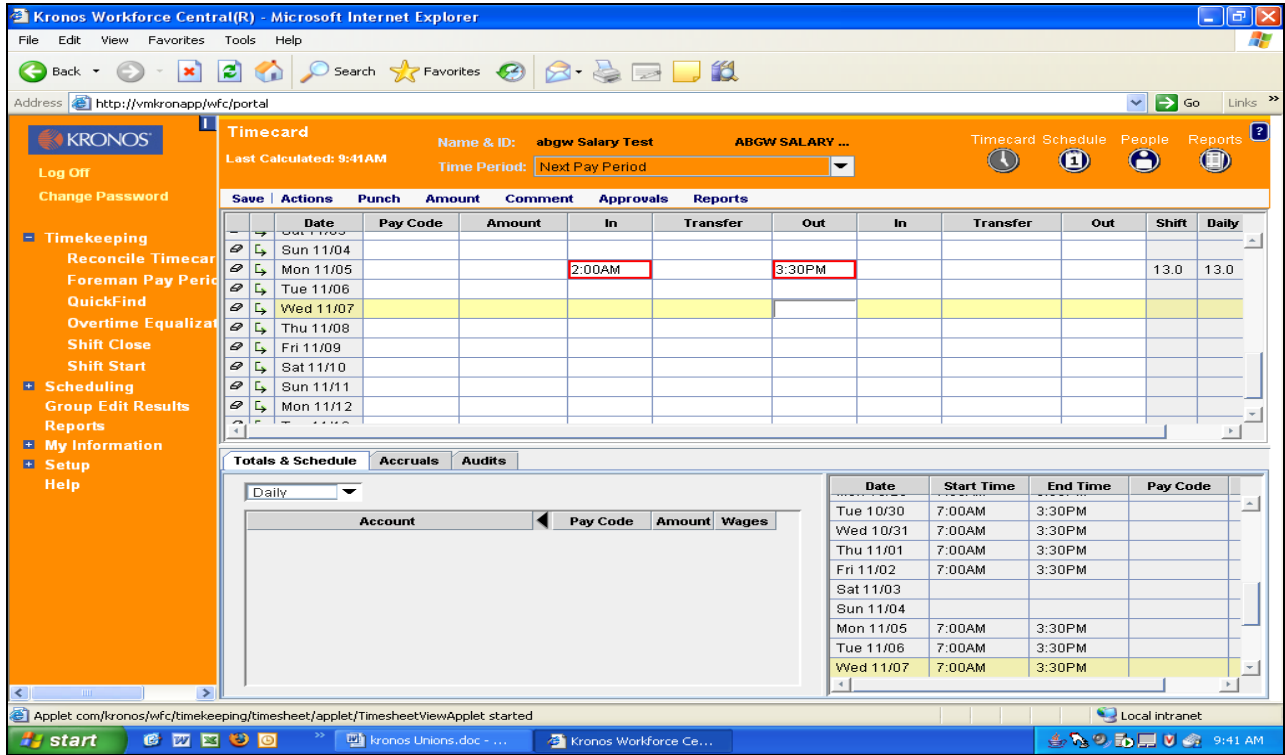
The screenshot illustrates the process of editing a punch card entry. It shows a table with punch times and a context menu for editing. The 'Edit Punch' dialog box is shown with the 'Over' dropdown set to 'New Shift'. Finally, the 'Transfer' dropdown in the main table is shown with a search box highlighted.

1. Edit the **In** punch of the new added shift by right clicking time box and select **Edit Punch**
2. Right click on **In** time field
3. To **Edit Punch**, Choose **New Shift**
4. Click **OK**
5. Click on **Transfer** drop down list and select **Search**





## Called in for Snow Removal



**Kronos Workforce Central(R) - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: http://vmkronapp/wfc/portal

**KRONOS** Timecard Name & ID: **abgw Salary Test** ABGW SALARY ...

Last Calculated: 9:41AM Time Period: Next Pay Period

Timecard Schedule People Reports

Log Off Change Password

Timekeeping  
 Reconcile Timecard  
 Foreman Pay Period  
 QuickFind  
 Overtime Equalization  
 Shift Close  
 Shift Start

Scheduling  
 Group Edit Results  
 Reports

My Information  
 Setup  
 Help

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Sun 11/04										
	Mon 11/05			2:00AM		3:30PM				13.0	13.0
	Tue 11/06										
	Wed 11/07										
	Thu 11/08										
	Fri 11/09										
	Sat 11/10										
	Sun 11/11										
	Mon 11/12										

Totals & Schedule Accruals Audits

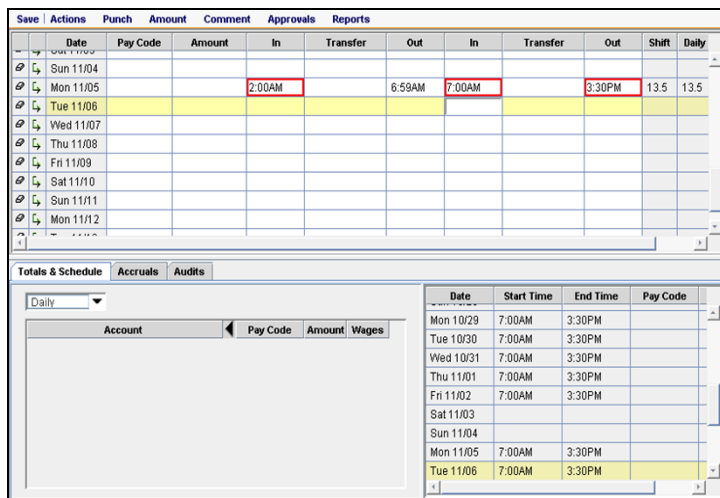
Date	Start Time	End Time	Pay Code
Tue 10/30	7:00AM	3:30PM	
Wed 10/31	7:00AM	3:30PM	
Thu 11/01	7:00AM	3:30PM	
Fri 11/02	7:00AM	3:30PM	
Sat 11/03			
Sun 11/04			
Mon 11/05	7:00AM	3:30PM	
Tue 11/06	7:00AM	3:30PM	
Wed 11/07	7:00AM	3:30PM	

Applet.com/kronos/wfc/timekeeping/timesheet/applet/TimesheetViewApplet started

start kronos Unions.doc - ... Kronos Workforce Ce... Local intranet 9:41 AM

### Scenario Information:

Timecard reflects employee's actual work time was from 2:00 AM to 3:30 PM performing snow removal.



**Kronos Workforce Central(R) - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: http://vmkronapp/wfc/portal

**KRONOS** Timecard Name & ID: **abgw Salary Test** ABGW SALARY ...

Last Calculated: 9:41AM Time Period: Next Pay Period

Timecard Schedule People Reports

Log Off Change Password

Timekeeping  
 Reconcile Timecard  
 Foreman Pay Period  
 QuickFind  
 Overtime Equalization  
 Shift Close  
 Shift Start

Scheduling  
 Group Edit Results  
 Reports

My Information  
 Setup  
 Help

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Sun 11/04										
	Mon 11/05			2:00AM		6:59AM	7:00AM		3:30PM	13.5	13.5
	Tue 11/06										
	Wed 11/07										
	Thu 11/08										
	Fri 11/09										
	Sat 11/10										
	Sun 11/11										
	Mon 11/12										

Totals & Schedule Accruals Audits

Date	Start Time	End Time	Pay Code
Mon 10/29	7:00AM	3:30PM	
Tue 10/30	7:00AM	3:30PM	
Wed 10/31	7:00AM	3:30PM	
Thu 11/01	7:00AM	3:30PM	
Fri 11/02	7:00AM	3:30PM	
Sat 11/03			
Sun 11/04			
Mon 11/05	7:00AM	3:30PM	
Tue 11/06	7:00AM	3:30PM	

Editor will have to add an out punch 1 minute prior to employee's regular start of shift. In this example, the employee's scheduled start time is 7:00 AM. Thus, the out punch will be 6:59AM. Editor will also add the **In** punch of 7:00 AM.

By clicking in a different row, Kronos will arrange the punches appropriately as shown.



Comment		Approvals		Reports	
In	Transfer	Out	In		
2:00AM	1	6:59AM	7:00AM		

Select Transfer

Job: [Organization] Beginning of Time - Forever

As of date: 2/26/2008 Go To: [Show]

Labor Account

Name or Description: [Search] Clear Account

Available Entries:

- 200,EGOS
- 21,Student
- 22,Support

Work Rule: Call Back

Selected Transfer: ;10//2606//;Call Back

OK Cancel Refresh Help

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Transfer	Out		
Mon 2/25							
Tue 2/26			2:00AM	;10//;Call Back	6:59AM		
Tue 2/26			7:00AM		3:30PM		
Wed 2/27							

Totals & Schedule		Accruals	Audits
Account	Pay Code	A...	V
(x)10/999/26/2611/00006/0110/9648	Travel Time	1.0	1
(x)10/999/26/2611/00006/0110/9648	Call Back Worked	4.5	6
(x)10/999/26/2611/00006/0110/9648	Total WORKED	4.5	6
(x)10/999/26/2611/00006/0110/9648	Total OT	5.5	8
12/999/26/2611/00006/0110/9648	Salary	8.0	8
12/999/26/2611/00006/0110/9648	Total WORKED	8.0	8
12/999/26/2611/00006/0110/9648	Total BASE+NONPROD	8.0	8

1. Click on **Transfer** drop down arrow and select **Search** on the line where punches indicate hours worked outside of regular work day.
2. Click on **Fund 10** and choose **2606** in the **Program** for snow removal. This will charge time worked to the Grounds Department.
3. In the **Work Rule** drop down, click **Call Back**.
4. Click **OK** to save and return to employee's timecard.

If an employee removes snow before or after his shift, the editor is required to follow this process.

Screen shows scenario after editor added an additional shift at both ends of the employee's work day.



### **13-6 Hazard Pay**

**13-6-1** A hazardous situation (emergencies such as shooting, major fires, etc) is a condition in an individual building or city-wide that necessitates a District-wide school closure or individual school closure due to a “declared emergency” in the City and County of Denver, or a school emergency that puts employees’ lives in immediate danger or poses a severe hazard to their health and/or well being.

**13-6-2** Employees required to work during a hazardous situation will be paid the rate of two and one-half (2½) times the regular rate of pay for a minimum of five (5) hours and every hour worked above five (5) hours.

**13-6-2-1** The hazard rate of pay will be paid during the initial and secondary response phase by the City and/or DPS emergency response personnel. Employees released from duty will receive their regular rate of pay for the remainder of the day.

**13-6-2-2** Hazard pay does not apply for inclement weather, routine emergency callbacks to address specific building problems, or District-wide closures due to inclement weather.

**13-6-2-3** Hazard pay will be paid only when the emergency situation is in effect and if the employee is required to remain on duty. Once an emergency is declared over, hazard pay is no longer in effect and any time worked beyond the minimum of five (5) hours as stated above in Article 13-6-2 will be rounded to the nearest quarter hour.

#### **Hazard Pay:**

- 1) District wide closure and employee is called back to work for snow removal. Transfer will need to be added on employee’s timecard.
- 2) District wide closure and employee is called back to work to perform normal day to day tasks/ jobs. No transfer within Kronos required.
- 3) If the employee is set up with an automatic lunch within Kronos and comes in to remove snow, the employee will not auto deduct the lunch break. If the employee takes a lunch, a punch in and out is required.
- 4) Kronos is configured to pay hazard hours at the rate of double time and ½ outside of an employee’s normal shift.
- 5) Kronos is configured to pay hazard hours at the rate of time and ½ during an employee’s normal shift.



## District Wide Closure

Save	Actions	Punch	Amount	Comment	Approvals	Reports				
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sun 11/04										
Mon 11/05			2:00AM		3:30PM				13.0	13.0
Tue 11/06										
Wed 11/07										
Thu 11/08										
Fri 11/09										
Sat 11/10										
Sun 11/11										
Mon 11/12										

Date	Start Time	End Time	Pay Code
Tue 10/30	7:00AM	3:30PM	
Wed 10/31	7:00AM	3:30PM	
Thu 11/01	7:00AM	3:30PM	
Fri 11/02	7:00AM	3:30PM	
Sat 11/03			
Sun 11/04			
Mon 11/05	7:00AM	3:30PM	
Tue 11/06	7:00AM	3:30PM	
Wed 11/07	7:00AM	3:30PM	

Picture shows employee worked from 2:00 AM to 3:30 PM during a District Wide Closure and was asked to do snow removal; thus, a transfer must take place within the timesheet.

In	Transfer	Out	In
2:00AM	▼	3:00PM	

;;240 DAEOP Sir  
 ;10///2606///,ABG  
 ;10/////;ABGW Sh  
 ;10/////;ABGW Sh  
 ;;Call Back  
 Search... Alt-S

1. Click on **Transfer** drop down arrow and select **Search**

Name or Description:	Search	Fund	Location	Program	Project Job	Object	Job Code
Available Entries:		10		2606			
200,EGOS				8150 SALARIES OF REGULAR EMPLO			
21,Student							
22,Support							
25,9151 SALARIES OF REGUL.							
26,SERVICE BLDG OPS&MAIL							
27,GARAGE STUDENT TRJ							
28,PERS-PD LV SPRT SVC-CE							

2. Select **Fund 10** Program **2606** to charge the hours to the **Grounds Dept** for the snow removal duties.



**Work Rule**

ABGW Dist Wide Closure Stry 3

**Selected Transfer**

;10///2606///;ABGW Dist Wide Closure Stry

OK

Java Applet Window

is Comment Approvals Reports

In	Transfer	Out	In	Transfer	Out	Shift
2:00AM	;10///2606///;ABGW Dist Wide Closure Stry	3:30PM				13.0

4

**Totals & Schedule**   **Accruals**   **Audits**

All

Account	Pay Code	Amount
(x)10/999/26/2606/00006/0110/9648	Total BASE+NONPROD	8.0
(x)10/999/26/2606/00006/0110/9648	Travel Time	1.0
(x)10/999/26/2606/00006/0110/9648	Half Pay	13.0
(x)10/999/26/2606/00006/0110/9648	Total WORKED	26.0
(x)10/999/26/2606/00006/0110/9648	ETS - Extra Time Salary	5.0
(x)10/999/26/2606/00006/0110/9648	Salary	8.0
(x)10/999/26/2606/00006/0110/9648	Total OT	1.0

5

3. For **Work Rule**, choose **ABGW Dist Wide Closure Salary** for an employee with a work year. For an hourly employee, choose **ABGW Dist Wide Closure Hrly**.

4. Edited timecard reflects employee worked 13.0 hours with a 30 min lunch taken.

5. Total time for the day = 8.0 hours of salary, 5.0 hours of **ETS Extra Time Salary**, 13.0 hours **Half Pay**, and 1.0 hour of **Travel Time**.



### Off Shift Hazard Pay

als	Comment	Approvals	Reports
	In	Transfer	Out
	7:00AM		7:00PM

Comment	Approvals	Reports				
	In	Transfer	Out	In	Transfer	Out
	7:00AM	7:00PM	3:31PM			3:30p

Comment	Approvals	Reports				
	In	Transfer	Out	In	Transfer	Out
	7:00AM	3:30PM	3:31PM			7:00PM

Kronos pays all Hazard hours worked at 2.5 the employee's base wage.

Example: An employee typically works a shift from 7:00 AM to 3:30 PM with a 30 minute lunch. A Hazard zone started at 3:30 PM and the employee continued to work until 7:00 PM. Although this extended shift was less than 5 hours, Kronos will still pay the employee for 5 hours during the Hazard Zone.

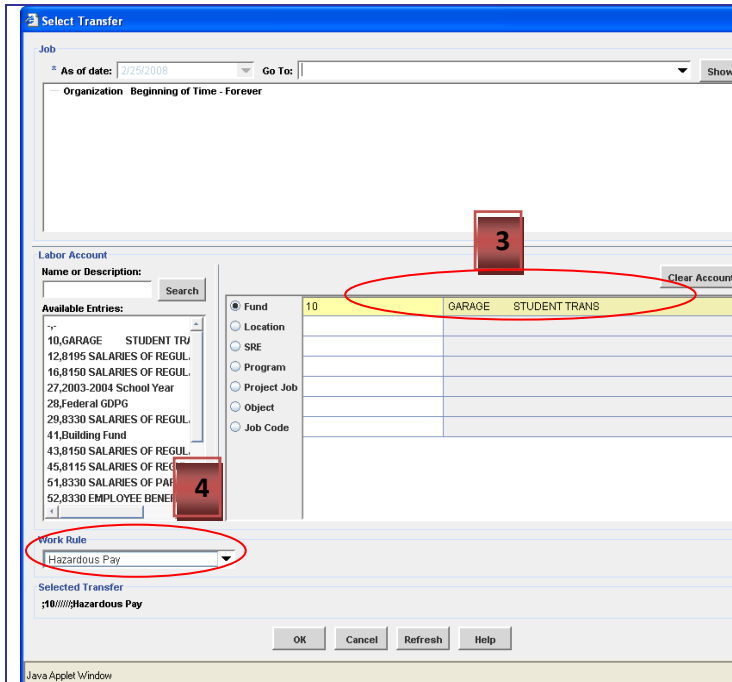
Timecard to the left shows employee punched in at 7:00 AM and out at 7:00 PM.

1. A second **In** and **Out** punch must be entered. These punches will be as if the employee punched **Out** at his regular scheduled out time and back **In** one minute later.

After punches have been entered, and you click outside the line, the added punches will correctly adjust as shown.

2. Click on **Transfer** drop down arrow and select **Search**.





Job

As of date: 07/29/2008 Go To: Show

Organization Beginning of Time - Forever

Labor Account

Name or Description: Search Clear Account

Available Entries:

- 10,GARAGE STUDENT TRV
- 12,8195 SALARIES OF REGUL.
- 16,8150 SALARIES OF REGUL.
- 27,2003-2004 School Year
- 28,Federal GDPG
- 29,8330 SALARIES OF REGUL.
- 41,Building Fund
- 43,8150 SALARIES OF REGUL.
- 45,8115 SALARIES OF REGUL.
- 51,8330 SALARIES OF PAR
- 52,8330 EMPLOYEE BENE

Work Rule

Hazardous Pay

Selected Transfer

;10//////Hazardous Pay

OK Cancel Refresh Help

Java Applet Window

3. You can **Transfer** to the **Fund 10** if appropriate.

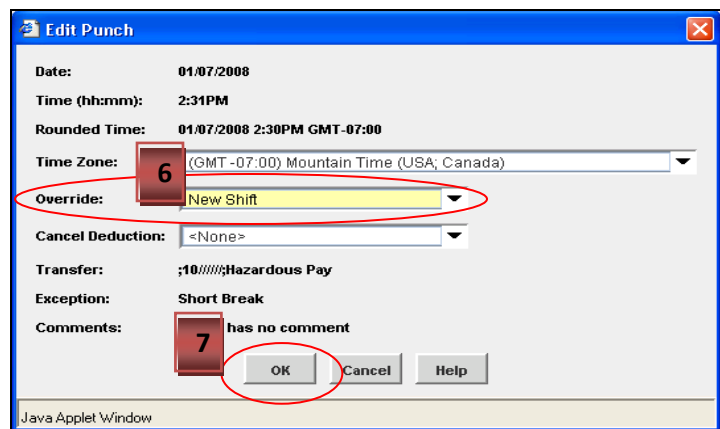
4. **Transfer** the Work Rule to **Hazardous Pay**

Out	In	Transfer	Out
3:30PM	3:31PM		7:00PM

Add Comment...

Edit Punch...

5. Right click on the **In** punch time and select **Edit Punch**.



Edit Punch

Date: 01/07/2008

Time (hhmm): 2:31PM

Rounded Time: 01/07/2008 2:30PM GMT-07:00

Time Zone: (GMT -07:00) Mountain Time (USA; Canada)

Override: New Shift

Cancel Deduction: <None>

Transfer: ;10//////Hazardous Pay

Exception: Short Break

Comments: has no comment

OK Cancel Help

Java Applet Window

6. Go to the **Override** field and change it to **New Shift**.

7. Save your work by clicking on **OK**



Comment Approvals Reports							
In	Transfer	Out	In	Transfer	Out	Shift	Daily
				8			
7:00AM		3:30PM				8.0	
3:31PM	;10W//;Hazardous Pay	7:00PM				5.0	13.0

All			
Account	Pay Code	Amount	Wages
(x)10/999/26/2611/00006/0110/9648	Total WORKED	3.5	87.50
(x)10/999/26/2611/00006/0110/9648	Hazard Worked	3.5	87.50
(x)10/999/26/2611/00006/0110/9648	Hazard Non-Worked	1.5	37.50
12/999/26/2611/00006/0110/9648	Salary	8.0	80.00
12/999/26/2611/00006/0110/9648	Total BASE+NONPROD	8.0	80.00
12/999/26/2611/00006/0110/9648	Total WORKED	8.0	80.00

8. Edited timecard reflects employee worked 13.0 hours.

9. Timecard reflects 8.0 hours of salary, 3.5 hours of Hazard Worked, and 1.5 hours Hazard Non-Worked. The total 5 hours of Hazard pay will be paid at 2.5 times the employee's regular base wage.



### On Shift Hazard Pay

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Transfer	Out	In	
Sat 2/23							
Sun 2/24							1
Mon 2/25			7:00AM		3:30PM		
Tue 2/26							
Wed 2/27							

Comment	Approvals	Reports			
In	Transfer	Out	In	Transfer	Out
7:00AM		3:30PM	8:01AM		8:00AM

Comment	Approvals	Reports						
In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
7:00AM		8:00AM	8:01AM		3:30PM	8.5	8.5	8.5
								8.5

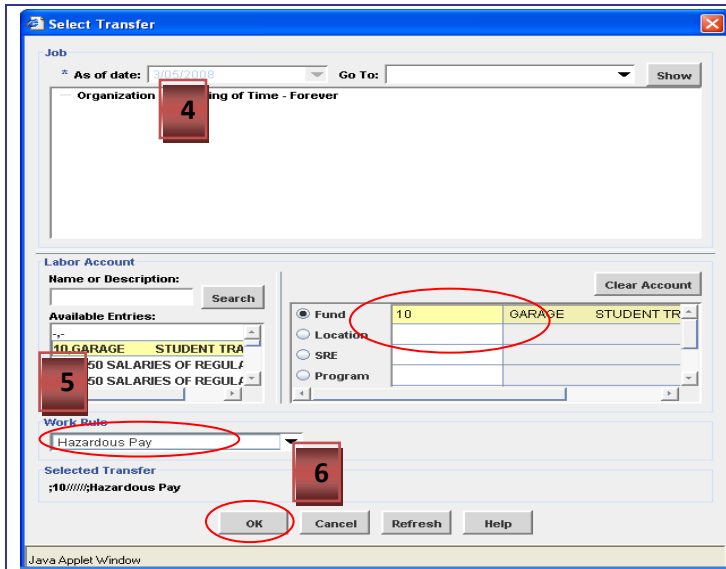
Example: Employees works from 7:00 AM to 3:30 PM. A Hazard Zone is declared from 8:00 AM to 11:30 AM

1. The Employee only has an In and an Out punch
2. A second **In** and **Out** punch must be entered. These punches will be as if the employee punched **Out (8:00AM)** at his regular work and back **In (8:01 AM)** one minute later for the Hazard work.

After punches have been entered, and you click outside the line, the added punches will correctly adjust as shown.

3. Click on **Transfer** drop down arrow and select **Search**.

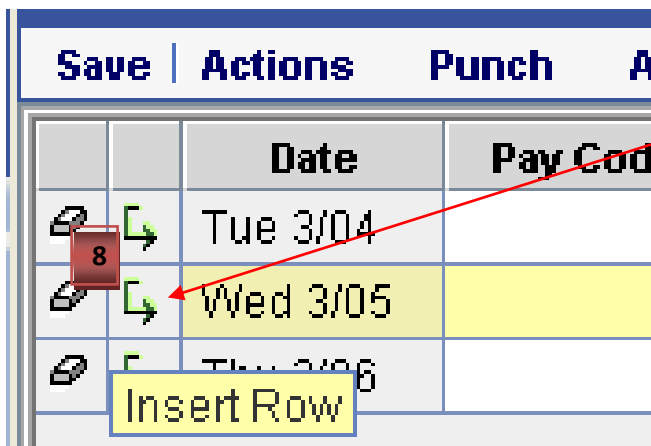




4. Transfer to Fund 10 if needed.
5. Transfer the Work Rule to “Hazardous Pay On Shift”
6. Save your work by clicking on OK.

Comment Approvals Reports							
In	Transfer	Out	In	Transfer	Out	Shift	
7:00AM		8:00AM	8:01AM	;10/////;Hazardous Pay On Shift	3:30PM	8.5	

7. The time card now looks like this.

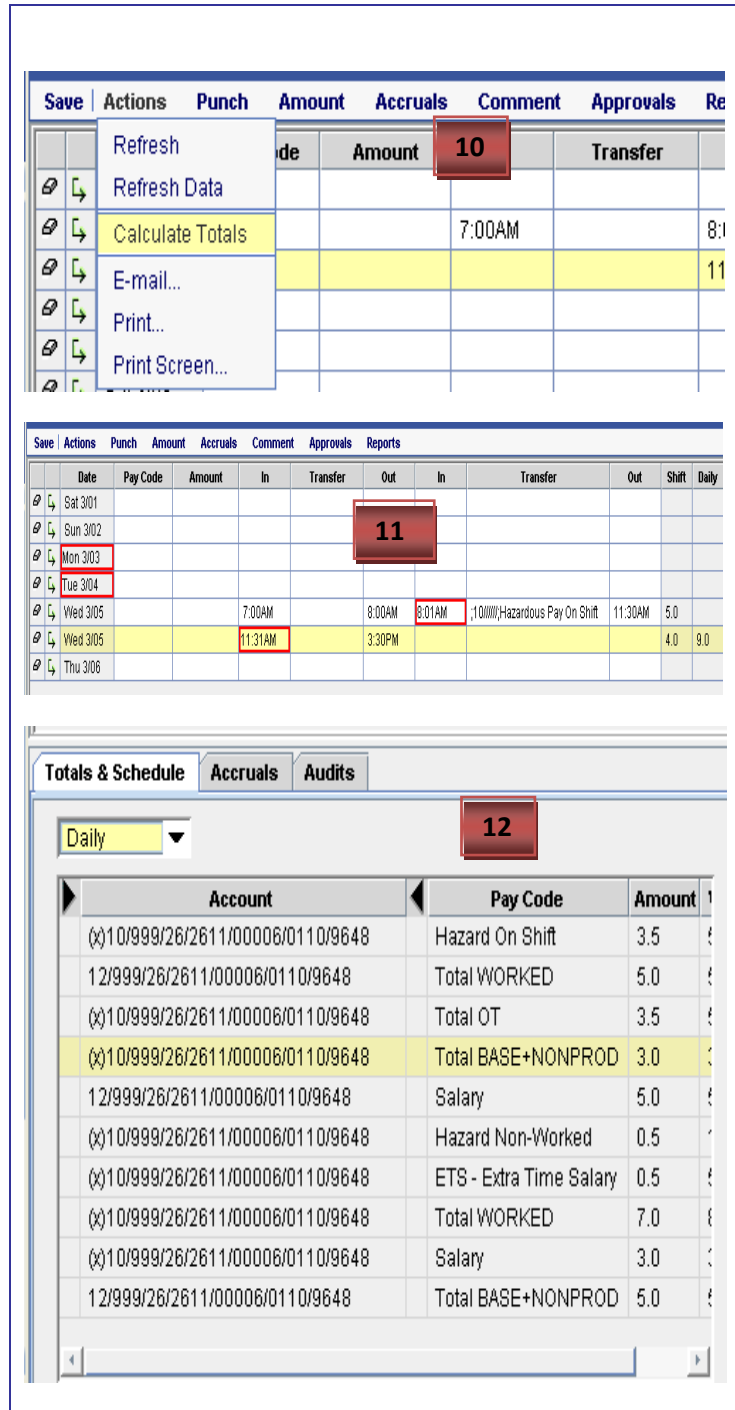


8. You will need to insert a new row.  
Right click on the green arrow. Click on Insert Row.

Save   Actions   Punch   Amount   Accruals   Comment   Approvals   Reports									
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
	Tue 3/04								
	Wed 3/05			7:00AM		8:00AM	8:01AM	;10/////;Hazardous Pay On Shift	3:30PM
	Wed 3/05					11:30AM	1131		

9. A second **In** and **Out** punch must be entered. These punches will be as if the employee punched **Out** at **11:30AM** from his regular work shift and back **In** at 11:31 AM, one minute later for the Hazard work.





The screenshot displays the Kronos software interface. At the top, a menu is open with 'Calculate Totals' highlighted. Below this is a timecard grid showing dates from Sat 3/01 to Thu 3/06. A red box highlights the number '11' in the grid. At the bottom, the 'Totals & Schedule' section is visible, showing a summary table with a red box around the number '12'.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sat 3/01										
Sun 3/02										
Mon 3/03										
Tue 3/04										
Wed 3/05		7:00AM			8:00AM	8:01AM	.10(Min);Hazardous Pay On Shift	11:30AM		5.0
Wed 3/05			11:31AM		3:30PM					4.0 9.0
Thu 3/06										

Account	Pay Code	Amount
(x)10/999/26/2611/00006/0110/9648	Hazard On Shift	3.5
12/999/26/2611/00006/0110/9648	Total WORKED	5.0
(x)10/999/26/2611/00006/0110/9648	Total OT	3.5
(x)10/999/26/2611/00006/0110/9648	Total BASE+NONPROD	3.0
12/999/26/2611/00006/0110/9648	Salary	5.0
(x)10/999/26/2611/00006/0110/9648	Hazard Non-Worked	0.5
(x)10/999/26/2611/00006/0110/9648	ETS - Extra Time Salary	0.5
(x)10/999/26/2611/00006/0110/9648	Total WORKED	7.0
(x)10/999/26/2611/00006/0110/9648	Salary	3.0
12/999/26/2611/00006/0110/9648	Total BASE+NONPROD	5.0

10. Go to **Actions** and select **Calculate Totals**

11. The updated timecard

12. In the **Totals & Schedule** area in the lower left hand side of the screen, notice that the Hazard Work rule does not take a lunch deduction out of the extra time worked. This rule assumes most employees do not take a scheduled lunch break during a hazard situation. If an employee does take a lunch break, then you will need to add this off duty time.

