



**Denver Public Schools**

# **KRONOS Workforce Central Suite**

**Manager/Supervisor/Secretarial ATU Handbook**

**Version 5.2**



## Bus Operators

ATU Agreement 9(A).9 states “Employees, who are asked to report for work on scheduled days off and are not used, shall receive an allowance of four (4) hours at the regular rate of pay. This does not apply if the employee’s assignment is canceled at least 12 hours before the assignment was to begin provided there is a concerted effort to personally notify the employee.”

Further clarification for above: If the scheduled day off is a Saturday, then the hours will be paid at the regular rate of pay. For any hours actually worked, pay is based on the 40 hour workweek. The remaining hours to bring up to 4 are paid at straight time.

If the scheduled day off is a Sunday or a holiday, then any hours actually worked will be paid at OT rate and additional hours to bring up to 4 will be at straight time.

At the supervisor’s discretion, all 4 hours on a Sunday or Holiday may be paid at the overtime rate even though the hours were not actually worked.

**Scenario: Hourly or Salaried Bus Driver called into work on a non-scheduled day such as a paid holiday or a Sunday. Union Agreement guarantees 4 hours of paid time.**

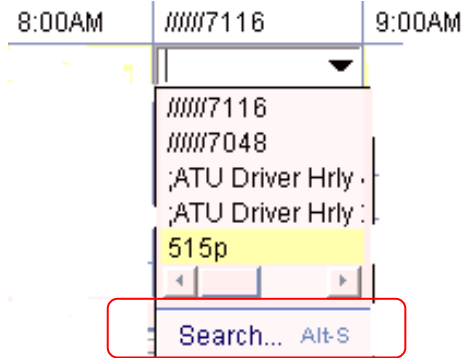
**Kronos calculates the actual hours worked at the employee’s overtime rate and any additional time, up to the guaranteed limit, is paid at straight time. For example, an employee is called into work on a Sunday. He begins work at 8:00 AM and ends work at 9:00 AM. He is guaranteed one hour at his overtime rate and an additional three hours at his regular rate of pay.**

↳ Sat 4/19					
↳ Sun 4/20			8:00AM		9:00AM
↳ Mon 4/21					

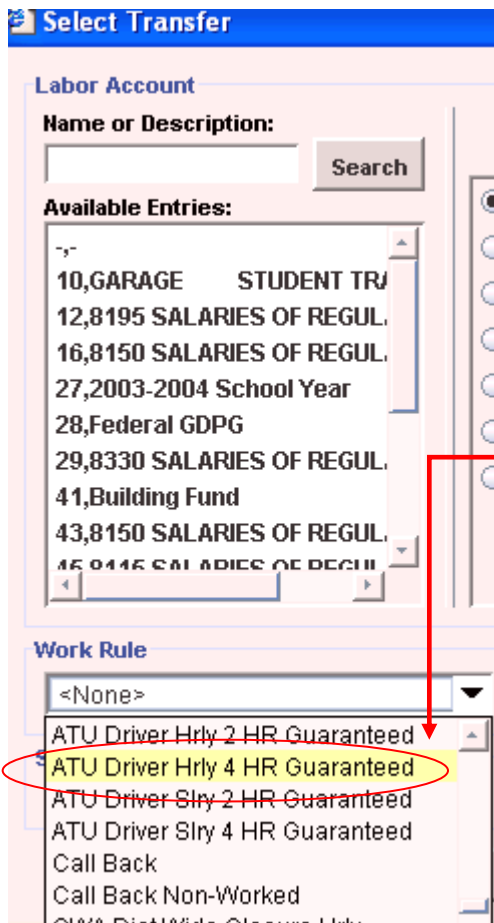
Hourly Bus Driver punches in at 8:00 AM and leaves work at 9:00 AM.

His time card must be edited so he is guaranteed the 4 hours of work, 1 of which will be paid at overtime and 3 at straight time.





In the transfer box (between the in and out punch) go to **Search**.



Go to **Work rule** and scroll down until you find **ATU Driver Hrly 4 HR Guaranteed**. (For a salaried Driver, you would choose **ATU Driver Stry 4 HRGuaranteed** )

Work Rule  
 ATU Driver Hrly 4 HR Guaranteed

Selected Transfer  
 //7116;ATU Driver Hrly 4 HR Guaranteed

OK

Actions Punch

- Refresh
- Refresh Data
- Calculate Totals
- E-mail...
- Print...
- Print Screen...

Totals & Schedule Accruals Audits

Daily

Account	Pay Code	Amount	Wages
(x)10/892/27/2721/00006/0111/7116	TR Non-Wo...	3.0	41.52
(x)10/892/27/2721/00006/0111/7116	AOTH Appr...	1.0	20.76
(x)10/892/27/2721/00006/0111/7116	Total OT	1.0	20.76
(x)10/892/27/2721/00006/0111/7116	Total WOR...	1.0	20.76

Click on **OK**

**Calculate Totals**

Click on a different row on timecard to view new daily totals.

The employee was paid for 1 hour at overtime and 3 hours at straight time.

**Hourly or Salaried Bus Driver asked to work an additional shift on a scheduled day is guaranteed 2 hours of work. Hours will be paid at straight time; however are included in the weekly overtime calculation. For example, an employee works a split shift during the day. He is asked to take a short route during the time he is not scheduled to work. He is guaranteed at least 2 hours for that task.**

Tue 4/22	6:15AM	9:00AM
Tue 4/22	2:00PM	5:15PM
Mon 4/21		
Tue 4/22	6:15AM	9:40AM
Wed 4/23		

Picture shows employee's **schedule** is 6:15AM to 9:00 AM and then 2:00 PM to 5:15PM.

Employee was asked to take a route at 9:00 AM which is his scheduled non-work time portion of his day.

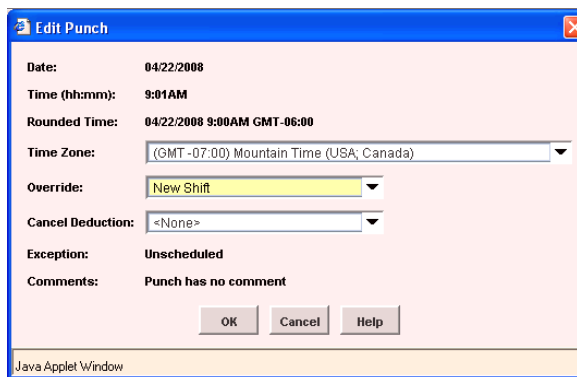


In	Transfer	Out	In	Transfer	Out
6:15AM		9:40AM	9:01AM		9:00AM

His morning was scheduled to end at 9:00 AM. Thus, add an out punch of 9:00 AM and then an in punch at 9:01AM. Click on different row on timecard.

In	Transfer	Out
6:15AM		9:00AM
9:01AM		9:40AM

**Calculate Totals** to align the punches correctly.



In the cell of the 9:01 In Punch, edit punch **Override** to **New Shift**.



6:15AM		9:00AM
9:01AM		9:40AM
	#####7116;ATU Dri #####7116 #####7048 ;ATU Driver Hrly . ;ATU Driver Hrly :	
	<input type="text" value="Search..."/> Alt-S	

Click on **Transfer** cell which indicates the hours worked on the additional non-scheduled route and click on **Search**.

**Select Transfer**

**Labor Account**

**Name or Description:**

**Available Entries:**

- 10,GARAGE STUDENT TR/
- 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.

**Work Rule**

<None>

- ATU Driver Hrly 2 HR Guaranteed
- ATU Driver Hrly 4 HR Guaranteed
- ATU Driver Slry 2 HR Guaranteed
- ATU Driver Slry 4 HR Guaranteed
- Call Back
- Call Back Non-Worked

Choose Work Rule of **ATU Driver Hrly 2 HR Guaranteed (use Salary if employee has a work year)**. Click on a different row and **Calculate Totals**.



Totals & Schedule			
Accruals			
Audits			
Daily			
Account	Pay Code	Amount	Wages
10/898/27/2721/00006/0111/5207	Total WOR...	3.5	54.04
10/898/27/2721/00006/0111/5207	Total BASE...	2.75	42.46
10/898/27/2721/00006/0111/5207	TR Non-Wo...	1.25	19.30
10/898/27/2721/00006/0111/5207	1000 Hourl...	2.75	42.46
10/898/27/2721/00006/0111/5207	ETH-Trans ...	0.75	11.58

**Daily View** shows the employee being paid for .75 of an hour worked and 1.25 hours non-worked for a total of 2 hrs guaranteed paid.

