



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/ CWA Handbook

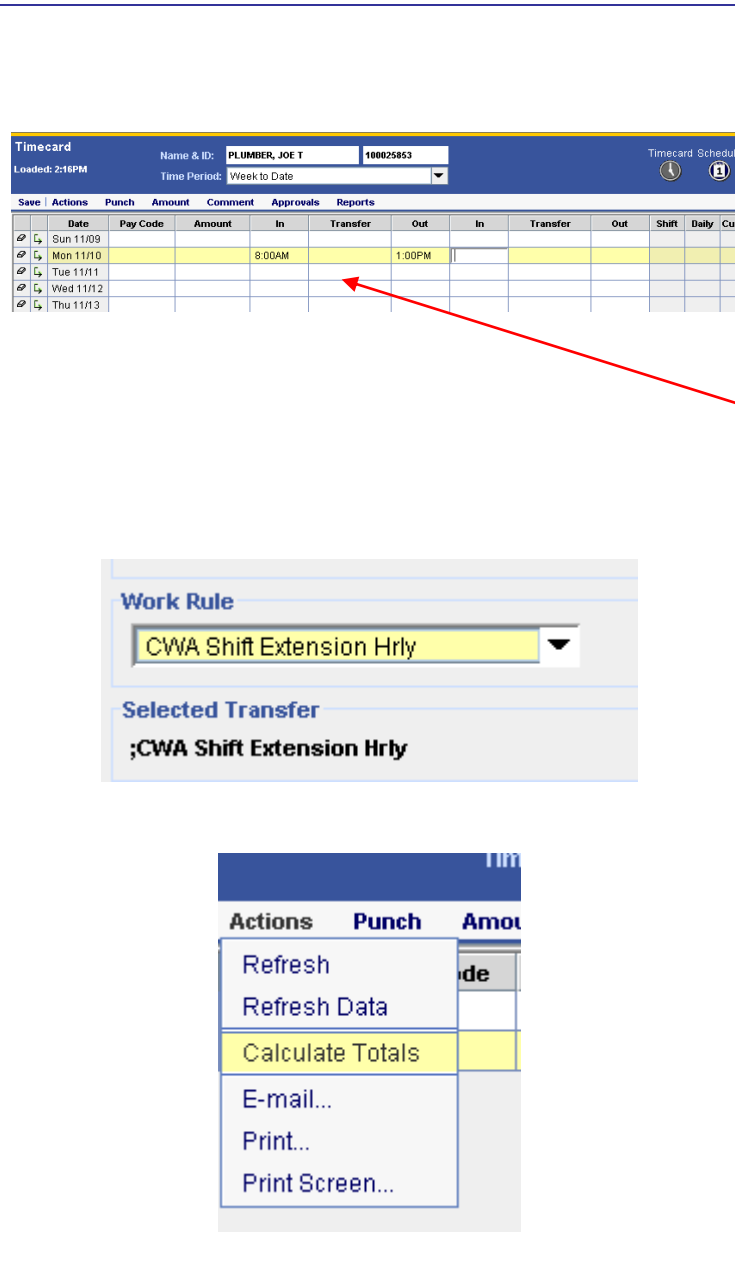
Version 5.2



CWA Shift Extensions for Hourly Employees

(11-6)

Without forty-eight (48) hours advanced notice, the employee will be paid for two (2) hours at one and one-half (1 ½) times the employee's regular rate of pay, in addition to all hours worked.



Timecard
Name & ID: PLUMBER, JOE T 100025853
Loaded: 2:16PM
Time Period: Week to Date

Save	Actions	Punch	Amount	Comment	Approvals	Reports						
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily Cum
		Sun 11/10										
		Mon 11/11			8:00AM		1:00PM					
		Tue 11/11										
		Wed 11/12										
		Thu 11/13										

Work Rule
CWA Shift Extension Hrly

Selected Transfer
;CWA Shift Extension Hrly

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

Joe The Plumber is an Hourly Custodial Worker. His normal shift is 8:00 AM to Noon. He was asked to stay until 1:00 PM without at least 48 hrs of advanced notice.

On 11/11/08, he punched into work at 8:00 AM and worked until 1:00 PM as directed by his supervisor.

To assure the additional 2 hours are added to Joe's daily hours, the Supervisor must go to the Transfer field.

From the Transfer field, find CWA Shift Extension Hrly from the Work Rule menu.

Click on OK

Calculate totals

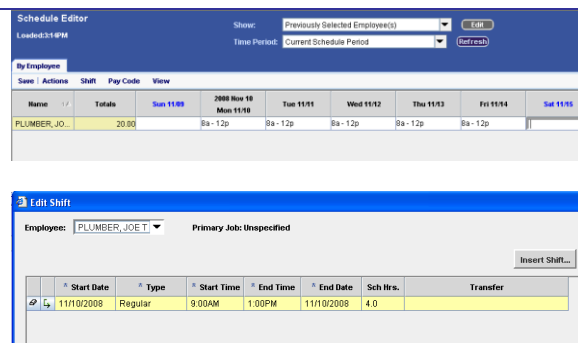
Totals & Schedule			
Accruals			
Audits			
All			
Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Shift Extens...	5.0	113.80
10/415/26/2620/00005/0110/2106	Total OT	2.0	68.28
10/415/26/2620/00005/0110/2106	Bonus Hou...	2.0	68.28
10/415/26/2620/00005/0110/2106	Total WOR...	5.0	113.80

Under Totals and Schedules, you see that Kronos placed 5 regular hours in Salary and 2 additional hours in Overtime

CWA Non Scheduled Shift

(10-2)


Employees will be provided at least two (2) weeks' advance notice of a regular workweek schedule change. If two (2) weeks' notice is not given, the employee will be paid a one-time payment of four (4) hours, at one and one-half (1 1/2) times the employee's regular rate of pay.



Start Date	Type	Start Time	End Time	End Date	Sch Hrs.	Transfer
11/10/2008	Regular	9:00AM	1:00PM	11/10/2008	4.0	

Picture shows employee's **schedule** is 8:00 AM to 12:00 PM

On Monday of the current week, Joe's supervisor asked him to switch from his current schedule to a new work schedule of 9:00 AM to 1:00 PM indefinitely. Because Joe did not have 2 weeks advance notice, he receives a one-time payment of 4 additional hours added to his payment.



AOTH Approved Overtime Hourly	4.0
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Totals & Schedule	Accruals	Audits
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All	▼
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Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Salary	5.0	113.80
10/415/26/2620/00005/0110/2106	Total OT	4.0	136.56
10/415/26/2620/00005/0110/2106	Total WOR...	9.0	250.36
10/415/26/2620/00005/0110/2106	AOTH Appr...	4.0	136.56
10/415/26/2620/00005/0110/2106	Total BASE...	5.0	113.80

An additional line needs to be added. This can be done by clicking on green arrow to the right.

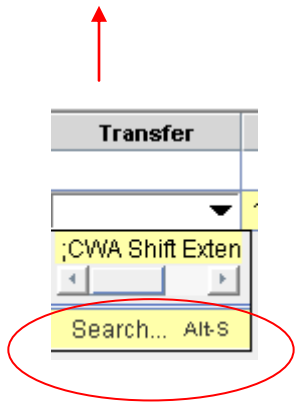
Calculate totals

Totals show the 4 hours paid at 1.5 times for the non-scheduled shift change.

CWA Non Scheduled Work

(10-3)

An employee required to report on a non-scheduled day will be paid a minimum of four (4) hours at one and one-half (1 ½) times the employee’s regular rate of pay. All work performed on a non-scheduled day shall be paid at one and one-half (1 ½) times the employee’s regular rate of pay. A non-scheduled day is defined as a day outside the employee’s regular workweek.



CWA Employee 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, all paid at 1.5 times the base wage rate.

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

Go to **Work rule** and scroll down until you find **CWA Non-Scheduled Worked**

In	Transfer	Out
8:00AM	;CWA Non-Scheduled Worked	9:00AM

Calculate Totals. Employee will receive guaranteed 4 hours.

Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Total WOR...	1.0	34.14
10/415/26/2620/00005/0110/2106	Non-Sched...	1.0	34.14
10/415/26/2620/00005/0110/2106	Non-Sched...	3.0	102.42