



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/Secretarial DAEOP Handbook

Version 5.2



Overtime: All employees covered under the DAEOP bargaining group are non-exempt employees and must be paid at least one and ½ their regular rate of pay for all hours worked over forty in one work week. The workweek for DPS is Monday – Sunday.

Hours Worked on a Sunday or Holiday

Per the DAEOP Agreement, time worked by a DAEOP employee on a Sunday or an approved school holiday at the request of the principal or immediate supervising administrator, shall be compensated at the regular rate of pay plus one and one-half times the employee’s regular rate of pay.

Date	Pay Code	Amount	In	Transfer	Out
Sat 3/15					
Sun 3/16			8:00AM		11:00AM

Account	Pay Code	Amount	Wages
XX450/OFFIC/XXXXXXXXXXXX1704	Total WOR...	3.0	150.45
XX450/OFFIC/XXXXXXXXXXXX1704	2500 DBLT...	3.0	150.45

If an employee works on a Sunday, Kronos will automatically calculate the hours at double time and 1/2 regardless of the total hours worked during the week. Nothing needs to be edited or added by the payroll administrator.

Picture shows daily view based on working 3 hours on a Sunday.

Flex Workweek

With approval from principal/ supervisor

To avoid the cost of overtime, a supervisor can approve an employee to flex their work schedule within the work week to stay within the 40 hours. Hours should never be carried over from one workweek to another work week as Comp Time is not permitted in the district.

Scenario Information:

Principal asked secretary to stay and work until 5:00 PM on a Thursday. The time card will show the start and stop time the employee actually worked. To avoid overtime, the employee is going to flex her schedule by working until 2:00 PM on Friday. Total weekly hours should be 40 hours.



Mon 3/31		7:00AM		11:00AM	11:30AM		3:30PM	8.0
Tue 4/01		7:00AM		11:00AM	11:30AM		3:30PM	8.0
Wed 4/02		7:00AM		11:00AM	11:30AM		3:30PM	8.0
Thu 4/03		7:00AM		11:00AM	11:30AM		5:00PM	9.5
Fri 4/04		7:00AM		11:00AM	11:30AM		2:00PM	6.5

7:00AM		11:00AM	11:30AM		5:00PM
7:00AM		11:00AM	11:30AM		2:00PM

Timecard reflects the 40 hrs worked.

The red boxes would indicate the variance in work schedule (late out and early out). Employee's schedule must be changed for Thursday and Friday to reflect the time worked. This is especially necessary for salaried employees to balance to the "magic number".

Once the schedule is changed for these two days, there will not be the red lines indicating that the employee was late out or early in.

Hours Over 40 with an Absence or Holiday in Work Week

Moving extra time or overtime hours out of base salary in a workweek with an absence or a holiday.

Mon 2/18	2009 Feb 18	8.0						
Tue 2/19	3150 Pers...	8.0						
Wed 2/20			6:23AM		10:52AM	11:48AM	3:02PM	8.0
Thu 2/21			6:25AM		10:56AM	11:51AM	3:19PM	8.25
Fri 2/22			6:26AM		10:45AM	11:51AM	3:00PM	8.0
Sat 2/23								

Daily

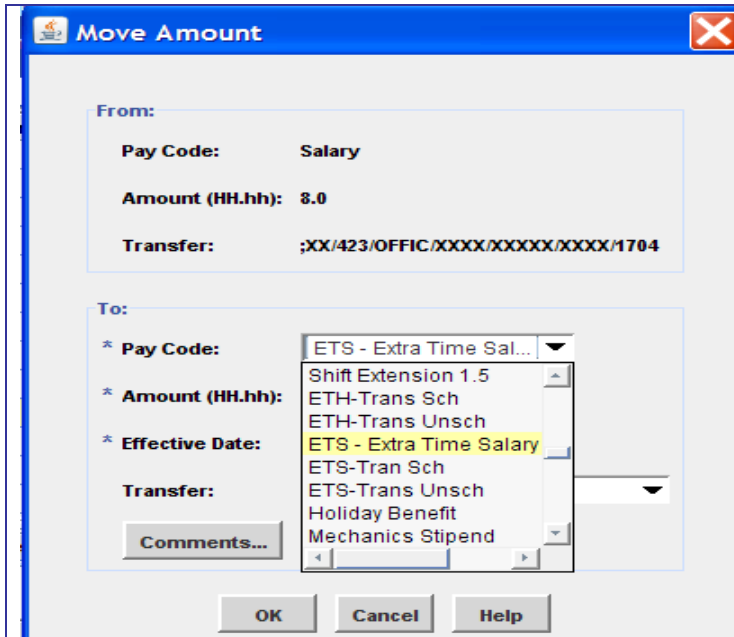
Account	Pay Code	Amount	Wages
XXI423/OFFIC/XXXX/XXXX/XXXX/1704	Total WOR...	8.25	165.50
XXI423/OFFIC/XXXX/XXXX/XXXX/1704	Total BASE...	8.25	165.50
XXI423/OFFIC/XXXX/XXXX/XXXX/1704	Salary	8.25	165.50

In this example, 2/18 was a holiday and on 2/19 the secretary took an absence. On 2/21, an extra .25 hour was worked; however, Kronos doesn't move it to extra pay as illustrated in the daily view.

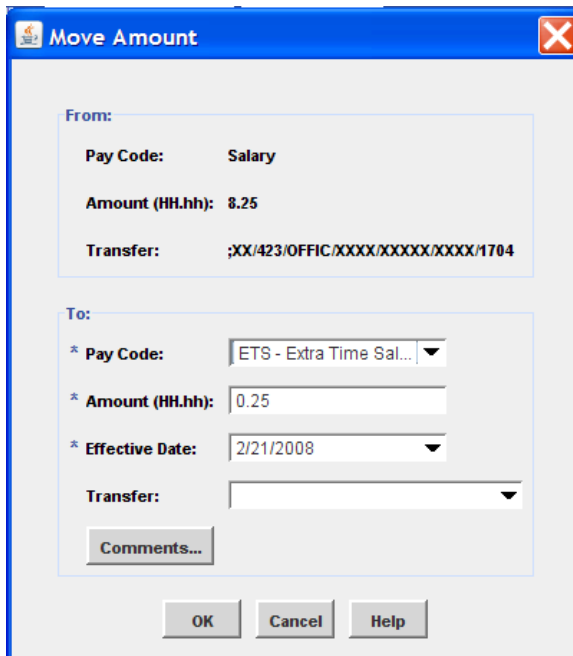
This extra time worked must be moved to extra pay in order for the employee to be paid appropriately.

Right click on the salary line. Click on *move*.





For this scenario, the .25 of an hour needs to be moved to extra time. It is not overtime as the employee did not actually work over 40. In the Pay Code drop down menu, choose *Extra Time Salary*.



Enter the number of hours needing to be *moved*.
Click OK.

Daily

Account	Pay Code	Amount	Wages
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	Total WOR...	8.25	165.50
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	Total BASE...	8.0	160.48
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	ETS - Extra ...	0.25	5.02
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	Salary	8.0	160.48

The Daily Total now shows 8 hours in Salary and .25 in extra pay.

For those allowed to use a flex workweek only
Lunch combining a 30 minute unpaid lunch break with two 15 minute paid breaks.
 With the principal's permission, a school secretary might want to occasionally combine her 30 minute lunch with her two 15 minute breaks which would allow her an entire 60 minutes away from her desk.

In	Transfer	Out	In	Transfer	Out	Shift
7:00AM		11:00AM	11:30AM		3:31PM	8.0
7:00AM		11:00AM	11:30AM		3:31PM	8.0
7:00AM		11:00AM	11:30AM		3:31PM	8.0
7:00AM		11:00AM	11:30AM		3:31PM	8.0
7:00AM		11:00AM				4.0
12:00PM		4:00PM				4.0

On Friday, employee clocks out at 11:00 AM and back in at noon. She wants to assume 30 minutes of this represents her 30 minute unpaid lunch break and the other 30 minutes represents two combined 15 paid breaks, for a total of one hour.

7:00AM		11:00AM	11:30AM
7:00AM		11:00AM	11:30AM
7:00AM		11:00AM	
12:00PM		4:00PM	

Add Comment...
 Edit Punch...

With cursor on the lunch in punch (12:00PM), right click to edit punch.



Edit Punch

Date: 04/04/2008
Time (hh:mm): 12:00PM
Rounded Time: 04/04/2008 12:00PM GMT-06:00
Time Zone: (GMT -07:00) Mountain Time (USA, Canada)

Override: In Punch
Cancel Deduction: In Punch
 Out Punch
 New Shift
Exception: 30 Min 15-7 and One Break
 30 Min 15-7 Two Break
 30 minute, 15-7 Long, No Except
 45 Min 15-7
 60 Min 15-7

Comments: 30 Min 15-7 Two Break

Java Applet Window

Actions Punch Amount Comment Approvals Reports									
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 3/30									
Mon 3/31			7:00AM		11:00AM	11:30AM		3:31PM	8.0
Tue 4/01			7:00AM		11:00AM	11:30AM		3:31PM	8.0
Wed 4/02			7:00AM		11:00AM	11:30AM		3:31PM	8.0
Thu 4/03			7:00AM		11:00AM	11:30AM		3:31PM	8.0
Fri 4/04			7:00AM		11:00AM	12:00PM		3:30PM	8.0
Sat 4/05									

Choose 30 min 15-7 Two Break override.

Calculate Totals and the timesheet will show on one line. Save change.

Deviation from a scheduled 30 minute lunch break to a 60 minute lunch break.
 With the supervisor’s permission, an employee takes an 60 minute lunch instead of the regularly scheduled 30 minute lunch.



ELLEN		100017298	
Current Pay Period: ELLEN			
Pay Rule: 220 DAEOP Stry 30 L			
Primary Account(s):			
3/22/2007-forever			
XX/423/OFFICE/XXXXXXXXXXXX/1704			
XX/BRUCE RANDOLPH MIDDLE/OFFICE/XXXXXXXXXXXX			
/Secretary II 220			
Daily: 0.0 Weekly: 0.0 Per Pay Period: 160.0			

Fri 4/04		6:30AM	11:00AM		4.5	
Fri 4/04		12:00PM	3:30PM		3.5	8.0
Sat 4/05						

Edit Punch

Date: 04/04/2008

Time (hh:mm): 12:00PM

Rounded Time: 04/04/2008 12:00PM GMT-06:00

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

Override: In Punch

Cancel Deduction: In Punch

Exception: 30 Min 15-7 and One Break

Comments: 30 Min 15-7 Two Break

30 minute, 15-7 Long, No Except

45 Min 15-7

60 Min 15-7

6:30AM		11:00AM	12:00PM		3:30PM	8.0	8.0
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Employee has a work rule for a daily 30 minute lunch break.

To find out an employee’s work rule, “hover” the cursor over the employee’s name (Ellen). Work rule will be displayed. This example shows employee is a 220 day employee that is scheduled to take a 30 minute lunch.

With her supervisor’s approval, this employee takes a 60 minute lunch break and works 30 minutes longer at the end of her day. Because she has deviated from her schedule, her hours for the day are split between two separate lines.

Example to the left illustrates the 60 minute lunch with the total daily hours of 8. The employee will be paid correctly even though the time shows on two lines.

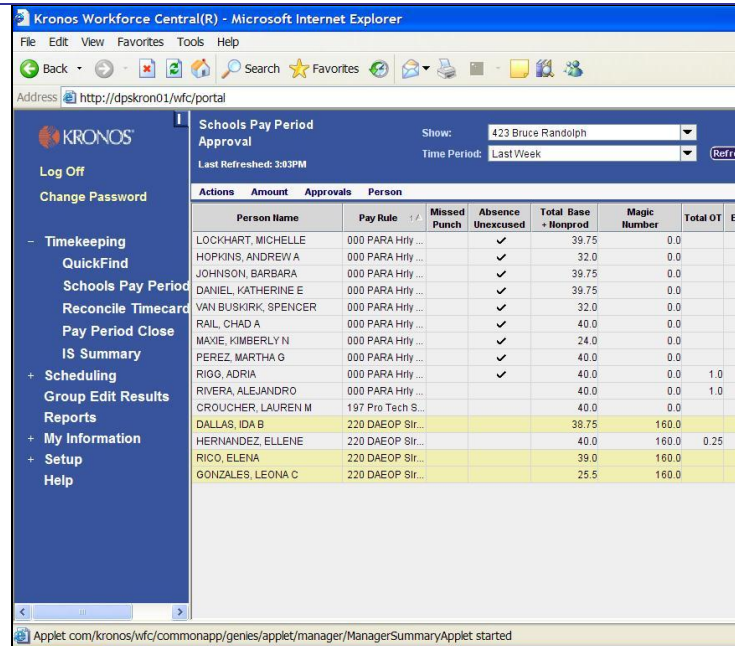
If, however, you want to get the time worked to show on one line only, edit lunch in punch and choose 60 min 15-7.

Calculate totals. All hours will show on one line. Total hours for the day still equal 8.



Work Year Employees Timecards (Weekly)

Use the “School Pay Period Approval” genie to pull up the School or Department that you want to check by selecting the appropriate hyperfind in the Show field. Select Last Week or Range of Dates for the Time Period used by the genie.



The screenshot shows the Kronos Workforce Central interface in a Microsoft Internet Explorer browser. The page title is "Schools Pay Period Approval". The "Show:" field is set to "423 Bruce Randolph" and the "Time Period:" is set to "Last Week". The table below lists employees with columns for Person Name, Pay Rule, Missed Punch, Absence Unexcused, Total Base + NonProd, Magic Number, Total OT, and ET. The last five rows of the table are highlighted in yellow.

Person Name	Pay Rule	Missed Punch	Absence Unexcused	Total Base + NonProd	Magic Number	Total OT	ET
LOCKHART, MICHELLE	000 PARA Hfry...		✓	39.75	0.0		
HOPKINS, ANDREW A	000 PARA Hfry...		✓	32.0	0.0		
JOHNSON, BARBARA	000 PARA Hfry...		✓	39.75	0.0		
DANIEL, KATHERINE E	000 PARA Hfry...		✓	39.75	0.0		
VAN BUSKIRK, SPENCER	000 PARA Hfry...		✓	32.0	0.0		
RAIL, CHAD A	000 PARA Hfry...		✓	40.0	0.0		
MAXIE, KIMBERLY N	000 PARA Hfry...		✓	24.0	0.0		
PEREZ, MARTHA G	000 PARA Hfry...		✓	40.0	0.0		
RIGG, ADRIA	000 PARA Hfry...		✓	40.0	0.0	1.0	
RIVERA, ALEJANDRO	000 PARA Hfry...			40.0	0.0	1.0	
CROUCHER, LAUREN M	197 Pro Tech S...			40.0	0.0		
DALLAS, IDA B	220 DAEOP Sir...			38.75	160.0		
HERNANDEZ, ELLENE	220 DAEOP Sir...			40.0	160.0	0.25	
RICO, ELENA	220 DAEOP Sir...			39.0	160.0		
GONZALES, LEONA C	220 DAEOP Sir...			25.5	160.0		

- The genie will sort employees by the Pay Rule column therefore all Work Year employees will be at the bottom of the list. Verify that all Work Year employees have 40 hours in the Total Base + NonProd column. You can drill down into the employees timecard by double clicking on the employee or highlighting the employee and clicking on the T If the employee has less than 40 hours in the Total Base + NonProd column this is an indication that there may be an Absence that was not recorded in the timecard and/or the week may contain a Non-Duty Day.
 - If the employee did not have any activity on one of the days during the week, a Pay Code edit to an Absence pay code must be made. Contact the Timecard Editor and/or Approver of the location.
 - If the week contains a Non-Duty day then the Total Base + NonProd column should equal 40 hours minus the number of Non-Duty days in the week.
- If the employee has more than 40 hours in the Total Base + NonProd column this is an indication that the employee may have worked over 8 hours in a day

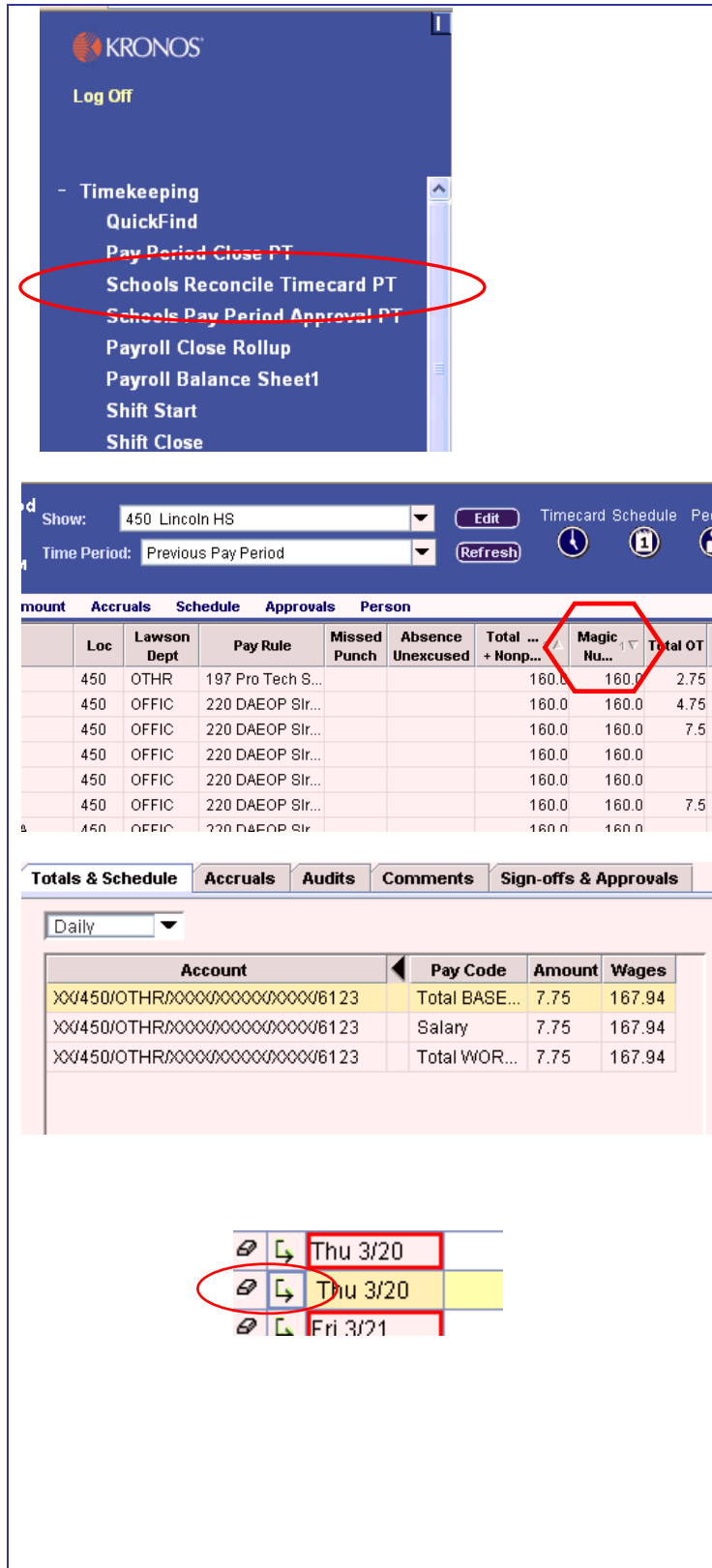


	<p>during the week and/or the employee took more Absence time than necessary.</p> <ul style="list-style-type: none">○ If the employee worked more than 8 hours on a day during the week, a Move Hours edit needs to be performed so that the hours are in Extra Time and the employee is paid for the time.○ If the employee worked 33 hours for the week and took 8 hours of absence time, a determination needs to be made if the employee wants to take less absence time or be paid for the extra time worked. If the employee would like to be paid for the extra time worked a Move Hours edit is needed.
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What is the Magic Number?

The *Magic Number* is the total number of hours that the salaried employee should have worked for the Previous Pay Period based on the employees Work Year and Bargaining Unit. This number also represents the number of hours that will be auto-paid in Lawson and should be used for reference only. The hours in the Total Base + NonProd column represents the hours that will not be passed to Lawson during the payroll process. For this reason, it is important that the Total Base + NonProd column equals the Magic Number column. The Magic Number could be different based on the pay period being processed.





The screenshot shows the Kronos interface. At the top left is a navigation menu with 'Schools Reconcile Timecard PT' circled in red. Below it is a summary table with columns for Loc, Lawson Dept, Pay Rule, Missed Punch, Absence Unexcused, Total ... + Nonp..., Magic Nu..., and Total OT. The 'Magic Nu...' column is circled in red. Below the summary table is a 'Totals & Schedule' section with tabs for Accruals, Audits, Comments, and Sign-offs & Approvals. The 'Daily' view shows a table with columns for Account, Pay Code, Amount, and Wages. At the bottom, a calendar view shows dates Thu 3/20, Thu 3/20, and Fri 3/21, with the first two dates circled in red.

Click on *Schools Reconcile Timecard*.

Click on the **Magic Number Genie** to bring all of your DAEOP work year employees to the top of the page.

TotalBase + Nonproductions MUST equal the Magic Number each pay period in order for the employee to be paid correctly.

Go to daily view and audit salaried DAEOP timecards.

If there is less than 8 hrs in base salary, you need to edit the time card to assure the total hours for the day equal 8.

Example #1: Time card totals less than 8

In order to bring the base total to 8 hours, you must add .25 hrs.

Click on arrow to add new line for specific date.

In the pay code field, choose 3997 (or other applicable absence if appropriate).



Save	Actions	Punch	Amount	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Tr		
Thu 3/20	3450 Job Injury					
	3500 Subpoena					
	3550 Administrative With Pay					
	3551 Administrative No Pay					
	3600 School Business					
	3620 Union Business					
	3996 Hourly Leave No Pay					
	3997 Salary Leave No Pay					

Add appropriate # of hours to bring up to 8.

Save	Actions	Punch	Amount	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Tr		
Thu 3/20	3997 Salary Leave No Pay	.25				

Totals & Schedule Accruals Audits

All

Account	Pay Code	Amount	Wages
XX/450/OTHR/XXXXXXXXXXXX/6123	Total BASE...	8.0	173.36
XX/450/OTHR/XXXXXXXXXXXX/6123	Salary	7.75	167.94
XX/450/OTHR/XXXXXXXXXXXX/6123	3997 Salary...	0.25	5.42
XX/450/OTHR/XXXXXXXXXXXX/6123	Total WOR...	7.75	167.94

Save	Actions	Punch	Amount	Comment	Approvals	Reports	
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Sat 3/29							
Sun 3/30							
Mon 3/31							
Tue 4/01			7:00AM		3:00PM		
Wed 4/02							
Thu 4/03							
Fri 4/04							
Sat 4/05							
Sun 4/06							
Mon 4/07							
Tue 4/08							

Example #2: Employee worked 7:00AM to 3:00 PM with no lunch break. Although the total hours worked for the day equals eight, Kronos is placing the extra hour into extra time worked. This would result in an overpayment to the employee. The magic number would not balance.



Account	Pay Code	Amount	Wages
XX/450/OTHR/XXXXXXXXXXXX/6123	Total BASE...	7.0	151.69
XX/450/OTHR/XXXXXXXXXXXX/6123	ETS - Extra ...	1.0	21.67
XX/450/OTHR/XXXXXXXXXXXX/6123	Salary	7.0	151.69
XX/450/OTHR/XXXXXXXXXXXX/6123	Total WOR...	8.0	173.36

In the daily view, it shows employee has 7 hours in base and is paying 1 hour of extra pay.

This indicates the employee's schedule is different than what the employee actually worked.

Schedule Editor Show: Previously Selected Employee(s)

Loaded:11:38AM Time Period: 4/01/2008, Specific Date

By Employee

Save | Actions Shift Pay Code View

Name	Totals	Tue 4/01
GORMAN, HOL...	8.00	8a - 4p

Scheduled Hou...	8.00	8
Number of Em...	1	1

Go to employee's schedule.

Employee's schedule is 8AM to 4PM with a scheduled lunch break.

Employee's schedule must be changed to reflect the schedule that she worked.

Schedule Editor Show: Previously Selected Employee(s)

Loaded:11:38AM Time Period: 4/01/2008, Specific Date

By Employee

Save | Actions Shift Pay Code View

Name	Totals	Tue 4/01
GORMAN, HOL...	8.00	7a - 3p

Scheduled Hou...	8.00	8
Number of Em...	1	1

Enter 7-3P and click SAVE.



All ▾

Account	Pay Code	Amount	Wages
XX450/OTHR/XXXXXXXXXXXX6123	Total BASE...	8.0	173.36
XX450/OTHR/XXXXXXXXXXXX6123	Salary	8.0	173.36
XX450/OTHR/XXXXXXXXXXXX6123	Total WOR...	8.0	173.36

Go to employee's time card and check the daily view, it will reflect the correct 8 hrs in the base pay.

