

It's about **YOUR TIME!**



Frequently Asked Questions for Employees Using Kronos

? What is the difference between a non-exempt and an exempt employee?

A: An exempt employee is not eligible to receive overtime. A non-exempt employee must be paid at least 1 ½ times their regular rate of pay for all hours actually worked over 40 in one work week?

? What is our work week?

A: Monday through Sunday

? How is overtime calculated in the work week?

A: Any type of leave, holiday or "time off" taken during the established workweek, (excluding regular days off) shall not be used to calculate overtime.

<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>
H	2	2	8	8	8	8

In the example above, the employee actually worked a total of 36 hours and was paid for a holiday on Monday for 8 hours. Because the employee did not actually work over 40 hours, he or she is not entitled to overtime but is entitled to be paid the additional 4 hours worked at their regular hourly rate of pay 8 holiday leave hours. However, if the employee had actually worked 52 hours and also had a day of holiday leave in the same week, he or she would be eligible for overtime hours. (See example below)

<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>
H	8	8	10	8	8	10

The employee would be compensated as follows:
40 regular hours
12 hours of overtime
8 hours of holiday leave
60 Total hours

? Can I receive compensatory (comp) time in lieu of overtime pay?

A: The district **does not** have a compensatory time policy. Comp time may not be used under any circumstances. Each work week stands alone for calculating overtime.

? What if I work overtime and it is not authorized? Would I still be paid for it?

A: Yes. Employees must be paid for time worked, whether the work is authorized or not. It is the district's policy for all overtime to be authorized prior to working. However, should an employee perform work that qualifies for overtime pay without such authorization, the employee must be paid for the overtime. The disregard of district's policy to obtain OT authorization must be handled in some other disciplinary action. Withholding of overtime pay is not an option!

? Why do I have to clock in and out for lunch?

A: Scheduled lunches are unpaid time. This time must be duty free. An employee can eat at their desk; however, it must be very clear that they are not available for work.

Some groups of employees have an automatic lunch deduction built into their schedule. Your supervisor will communicate to you if this applies to you. If so, it is imperative that you notify your supervisor immediately if you are unable to take your lunch break!

? What is the difference between my scheduled hours and Kronos reported time?

A: Let's say you were hired as a 7 hour Para. Your principal budgeted you to work 7 hrs per day based on your school's need. If you work 6.75 hours in one day, you will be paid for 6.75 hours that day. If you work 7.25 hours one day, you should be paid 7.25 hours that day.

? What if I was on my way to clock out for the day and I was stopped in the hall by a student needing help? My normal scheduled stop time is 3:00 PM; however, it was 3:10 PM by the time I was able to clock out. Should I have my punch edited?

A: Absolutely not! Your punch will be rounded to 3:15 PM. Remember, your actual hours worked must be recorded and kept in Kronos, not your scheduled hours. If you are worried about an extra 15 minutes of overtime, ask your supervisor if you should leave 15 minutes early another day in the same work week.

? Wouldn't it be easier to have our secretary change my punch back to 3:00 PM?

A: The district is not allowed to change your punch to reduce or eliminate overtime. We are responsible for paying your actual hours worked and based on the district rounding rule.

? What if I forget to punch in for work?

A: Complete and sign a Punched Correction Form and your secretary will add your punch into Kronos.

? Are there other situations where I would use a *Punch Correction Form*?

- *The system is down and won't allow you to record your time you went home for the day. (Add an out punch)*
- *I punched out for lunch but forgot to punch back in. (Add an in from lunch punch)*
- *I entered my building and came across an emergency situation that needed to be taken care of; therefore, I would have clocked in 20 minutes after my actual start time. (Add an in punch)*
- *I left to go home early because I had a doctor's appt. I want to use sick time. (You punch out when you actually left the building and ask your secretary to add sick hours to that day)*
- *I'm a Para who accompanies a Special Needs Student to school. Your actual start time begins when you meet the Para in the morning. Your time must be added to Kronos by the secretary.*

? Are there other situations where I would not use a *Punch Correction Form*?

- *Because I'm late for work. (Your punch should be recorded as late and you will be paid accordingly. This situation would be falsifying your time records and is reason for termination)*
- *Because I want to volunteer my time and don't want to be paid for it. (You must be paid for all time worked!)*
- *Because the assembly ran over my scheduled stop time. (You were at the assembly with the kids and should be paid for the time worked. Punch out after the assembly)*

? What is the rounding rule and is it legal?

A: Employees are given 7 minutes prior to the start of a scheduled shift to punch in and 7 minutes after their scheduled shift to punch out. The Wage and Hour Division of the Federal Government recognizes the practice of rounding under FLSA, provided that the amounts rounded off average out over time and the practice does not result in the failure to properly compensate employees for all time actually worked.

? I like to report to work early and punch in so I don't forget? Our timekeeper (our secretary) tells me I can't do that any more. What's the big deal?

A: Remember, you are paid for all hours worked. It is important for budget purposes to punch in and out according to your schedule. If you report to work 15 minutes prior to your scheduled start time, you will be paid an additional .25 of an hour. That equates to almost 5.5 additional hours per month. On the other hand, if you are one to be late each day and you punch in 15 minutes after your scheduled start time, without Kronos, the district would be overpaying you for 5.5 hours per month that you didn't work or earn.

? What's in it for me?

A: The assurance that YOUR TIME worked is being paid according to district policy and the law!