



Denver Public Schools

# KRONOS Workforce Central Suite

## Supplement Training for FMA

Version 5.2

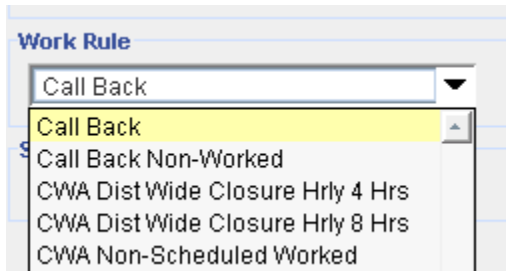


8.2 Facility Managers shall be paid a total of four (4) hours of overtime plus one (1) hour of travel time for hanging and taking down the flags on holidays. The Department of Facility Management will determine when flags will be displayed.

Joe came in on a holiday to hang the flag. He clocked in at 6 AM and left for home at 7:00 AM.

Name & ID:		PLUMBER, JOE T	100025853		
Time Period:		Week to Date			
Pay Code	Amount	In	Transfer	Out	In
		6:00AM		7:00AM	

In the **Transfer** cell, click on **Search** and then **Call Back**.



Go to **Actions**, **Calculate Totals**.

Joe will be paid for 5 hours at 1.5 times his regular rate of pay although he actually worked one hour.

Totals & Schedule			Accruals	Audits
Daily				
Account	Pay Code	Amount		
10/415/26/2620/00005/0110/2106	Call Back Worked	1.0		
10/415/26/2620/00005/0110/2106	Travel Time	1.0		
10/415/26/2620/00005/0110/2106	Call Back Non-Worked	3.0		
10/415/26/2620/00005/0110/2106	Total WORKED	1.0		
10/415/26/2620/00005/0110/2106	Total OT	5.0		

8.3 Facility Managers required to work beyond their normal shift, due to the absence of the Assistant Custodian and the unavailability of a floater, with less than 24 hours notice, will receive the rate of one and one-half (1-1/2) times their regular hourly rate for all hours worked in excess of eight (8) hours for that day.

Joe's regular shift is 6:00 AM to 2:30 PM. (8 hours with a 30 minute unpaid lunch) His Assistant was ill and Joe needed to extend his shift until 4:30 PM. Joe should receive 1.5 times his regular rate of pay for the additional 2 hours of work.

6:00AM		2:00PM	2:00PM	...Shift Extension	4:30PM	10.0

The above picture shows Joe's punch in at 6:00 AM and out at 4:30 PM.

The Timekeeper should add an in punch with the Transfer to work rule FMA Shift Extension. By clicking outside of the line, the punches will

align correctly. The view below shows the 2.5 hours above 8 hours will be paid at the overtime rate.

Daily

Account	Pay Code	Amount	Wages
10/415/26/2620/00005/01110/2106	Salary	7.5	170.70
10/415/26/2620/00005/01110/2106	Total OT	2.5	85.35
10/415/26/2620/00005/01110/2106	Total WOR...	10.0	256.05
10/415/26/2620/00005/01110/2106	Shift Extens...	2.5	85.35
10/415/26/2620/00005/01110/2106	Total BASE...	7.5	170.70

8.4 Facility Managers who are not given at least two (2) weeks notice of overtime scheduled on a Saturday or a Sunday will be paid at the hourly rate of time and one-half their regular rate.

Joe worked on a Saturday without 2 weeks notice. He worked from 7AM to 10AM, a total of 3 hours.

In the **Transfer cell**, click on **Search** and then **AOTS**.



**Calculate Totals and Save.**

Joe worked for 3 hours. Under daily totals, you see that Kronos is paying Joe at 3 hours at his overtime rate.

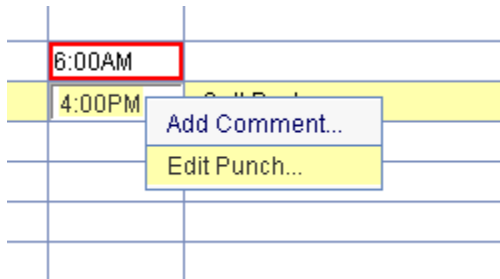
Totals & Schedule		
Daily		
Account	Pay Code	Amount
10/415/26/2620/00005/01110/2106	Total OT	3.0
10/415/26/2620/00005/01110/2106	Total WORKED	3.0
10/415/26/2620/00005/01110/2106	AOTS Approved Overtim...	3.0

8.5 An employee required to report back to work after having left the worksite or called to work on a non-scheduled day will be paid a minimum of four (4) hours plus one (1) hour travel time at the rate of one and one half (1½ ) their regular rate.

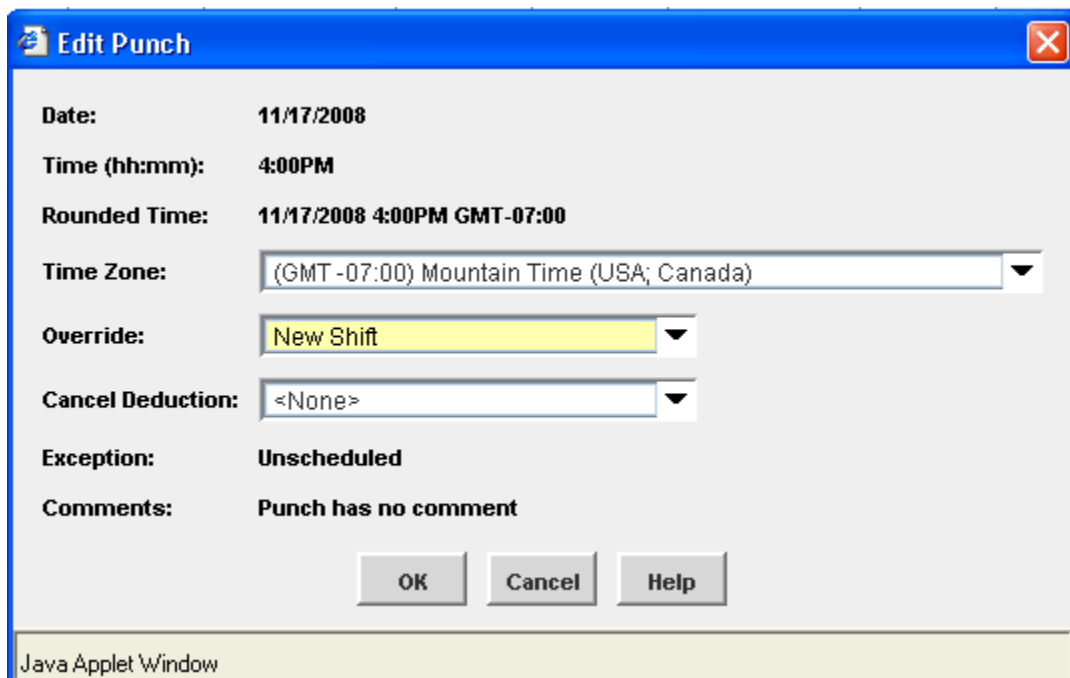
Joe worked his normal shift on Monday. After leaving for the day, he was called back into work and worked from 4:00 PM to 6:00 PM.

Timecard		Name & ID:	PLUMBER, JOE T	100025853		
Last Calculated: 2:42PM		Time Period:	Previous Schedule Period			
Save	Actions	Punch	Amount	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Transfer	Out	In
Sun 11/16						
Mon 11/17			6:00AM		2:30PM	
Mon 11/17			4:00PM		6:00PM	
Tue 11/18						
Wed 11/19						

Edit the In Punch of the new added shift by right clicking time box and select **Edit Punch, Override New Shift.**



A screenshot of a time grid. The grid has columns for time and rows for dates. A cell containing '6:00AM' is highlighted with a red border. Below it, a cell containing '4:00PM' is highlighted in yellow. A context menu is open over the '4:00PM' cell, showing two options: 'Add Comment...' and 'Edit Punch...'. The 'Edit Punch...' option is highlighted in yellow.



A screenshot of a Java Applet Window titled 'Edit Punch'. The window has a blue title bar with a close button. The main area is light gray and contains the following fields:

- Date:** 11/17/2008
- Time (hh:mm):** 4:00PM
- Rounded Time:** 11/17/2008 4:00PM GMT-07:00
- Time Zone:** (GMT -07:00) Mountain Time (USA; Canada) [dropdown arrow]
- Override:** New Shift [dropdown arrow]
- Cancel Deduction:** <None> [dropdown arrow]
- Exception:** **Unscheduled**
- Comments:** **Punch has no comment**

At the bottom of the window are three buttons: OK, Cancel, and Help. The status bar at the very bottom reads 'Java Applet Window'.

In the **Transfer** box (in the new shift), choose the **Work Rule Call Back** and go to **Actions, Calculate Totals. Save.**

Under the **Daily View**, you see that Joe was paid for a total of 5 additional hours paid at 1.5 his regular rate of pay in addition to the hours he worked during his normal shift.

Account	Pay Code	Amount
10/415/26/2620/00005/0110/2106	Call Back Worked	2.0
10/415/26/2620/00005/0110/2106	Travel Time	1.0
10/415/26/2620/00005/0110/2106	Call Back Non-Worked	2.0
10/415/26/2620/00005/0110/2106	Salary	8.0
10/415/26/2620/00005/0110/2106	Total OT	5.0
10/415/26/2620/00005/0110/2106	Total WORKED	10.0
10/415/26/2620/00005/0110/2106	Total BASE+NONPROD	8.0

8.5.1 Facility Managers who are required by Facility Management to report only to remove snow and ensure buildings are operational, secure and safe will receive a minimum of five (5) hours of pay at the overtime rate of time and one half (1½).

Joe T Plumber was called into work to remove snow on a day he was not scheduled to work. He punched in for work at 3:00 AM and punched out at 6:00 AM.

From the Transfer Cell, choose FMA-CWA Weather Call in.

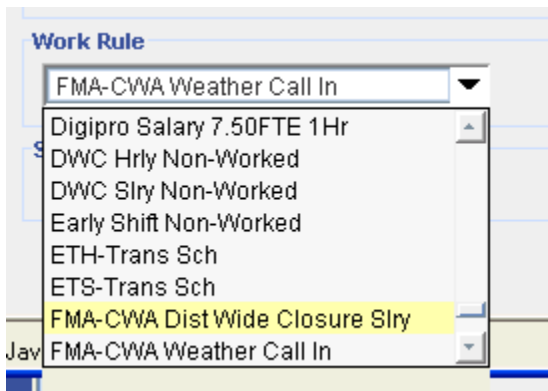
Go to **Actions, Calculate Totals. Save**

Account	Pay Code	Amount
10/415/26/2620/00005/0110/2106	Weather Ca...	2.0
10/415/26/2620/00005/0110/2106	Total OT	5.0
10/415/26/2620/00005/0110/2106	Total WOR...	3.0
10/415/26/2620/00005/0110/2106	Weather Ca...	3.0

Although Joe worked for 3 hours removing snow, Kronos pays him 5 hours at 1.5 times his regular rate of pay.

8.6 Employees who are required to work during a District-wide school or office closing shall be paid at time and one-half (1½) times the employee’s regular rate of pay.

Joe was required to work on a day the district was closed due to a blizzard. His punches show that he worked from 6:00 AM to 1:00 PM. The Timekeeper would go into the Transfer box, between the in and out punch. Go to Search. Choose the work rule FMA-CWA Dist Wide Closure Salary (FM’s are salaried with a work rule)





Amount	In	Transfer	Out
	6:00AM	;FMA-CWA Dist Wide Closure Stry	1:00PM

bits

	Pay Code	Amount	Wages
	Half Pay No...	1.0	11.38
	Total WOR...	7.0	159.32
	DWC Worked	7.0	159.32
	Half Pay	7.0	79.66
	DWC Non ...	1.0	22.76
	Total Half P...	8.0	91.04

Date	Start Time
Sun 11/23	
Mon 11/24	
Tue 11/25	
Wed 11/26	
Thu 11/27	
Fri 11/28	
Sat 11/29	

Although Joe worked for 7 hours, he will be paid for 8 hours at his regular rate of pay and an additional 8 hours of ½ pay. (8 hours at 1.5 times his regular rate)

8.7 FMA employees excused from work during a district wide closure will receive their regular pay for the day.

Timekeeper does not have to do anything in this scenario.

HAZARD PAY-8.8.1 Facility Managers will be paid at two and one half (2½) times their regular rate of pay for a minimum of five (5) hours and every hour worked over five (5) provided the Facility Manager was required to work during said hazard/emergency situation (i.e., shooting, major fire,etc.).

The City of Denver has declared a state of emergency during and after an extreme snow storm. Thus, any work performed is considered to be Hazard Pay.

Name & ID: <b>PLUMBER, JOE T</b> <b>100025853</b>					
Time Period: Week to Date					
<b>Amount    Comment    Approvals    Reports</b>					
<b>de</b>	<b>Amount</b>	<b>In</b>	<b>Transfer</b>	<b>Out</b>	<b>In</b>
		6:00AM		11:00AM	

Joe worked during the hazard situation from 6:00 AM to 11:00 AM.

Go to the Transfer cell, using the drop down arrow, choose Hazardous Pay and click on OK.

<b>PLUMBER, JOE T</b>		<b>100025853</b>	
Week to Date			
<a href="#">Document</a> <a href="#">Approvals</a> <a href="#">Reports</a>			
In	Transfer	Out	
6:00AM	Hazardous Pay	11:00AM	

Go to **Actions**, **Calculate Totals** and once you confirm the hours are paid correctly, click **OK** and **Save**.

**Kronos Workforce Central** - Microsoft Internet Explorer

Address: <http://dpskron01/wfc/portal>

**Timecard** Name & ID: **PLUMBER, JOE T** **100025853**  
 Last Saved: 8:54PM 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 11/23											
Mon 11/24			6:00AM	Hazardous Pay	11:00AM				5.0	5.0	5.0
Tue 11/25										5.0	
Wed 11/26										5.0	
Thu 11/27										5.0	
Fri 11/28										5.0	
Sat 11/29										5.0	

**Totals & Schedule** | Accruals | Audits

Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Hazard Wor...	5.0	284.50
10/415/26/2620/00005/0110/2106	Total WOR...	5.0	284.50

Timecard Schedule | People | Reports

Log Off

- Timekeeping
  - QuickFind
  - Pay Period Close
  - Schools Reconcile
  - Schools Pay Period
  - Payroll Close Roll
  - Payroll Balance St
  - Shift Start
  - Shift Close
  - IS Summary
  - Pay Period Close
- Scheduling
  - Group Edit Results
  - Reports
  - Transaction Assistant
- Setup
  - Help

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

Joe's base hourly wage is \$22.76. For the 5 hours, he should receive \$.  
\$56.90 X 5 hours = \$284.45. Joe's daily totals show he will be paid  
\$284.45 for the day.

Pay Code	Amount	Wages
Hazard Wor...	5.0	284.50
Total WOR...	5.0	284.50

8.9 Facility Managers who are required to arrive at work early as approved by the Area Supervisor (i.e., before their regularly scheduled time on a regularly scheduled day) for the purpose of snow removal or other such buildings needs, will receive a minimum of two (2) hours of pay at the overtime rate of time and one half (1½). Facility Managers who elect to arrive early due to building needs will be paid at the overtime rate as stated in Article 8.1.

Joe works from 6 AM to 2:30 PM each day. Due to a snowfall, Joe had to come in to work early to shovel the snow. He started work at 5:00 AM.



5:00AM	;FMA Early Shift Worked	5:59AM			2.0	
6:00AM		2:30PM			8.0	10.

Daily

Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Early Shift ...	1.0	34.14
10/415/26/2620/00005/0110/2106	Early Shift ...	1.0	34.14
10/415/26/2620/00005/0110/2106	Salary	8.0	182.08
10/415/26/2620/00005/0110/2106	Total WOR...	9.0	216.22
10/415/26/2620/00005/0110/2106	Total OT	2.0	68.28
10/415/26/2620/00005/0110/2106	Total BASE	8.0	182.08

Joe's daily totals show that Kronos is paying him the 2 hours at his overtime rate for snow removal prior to his shift.