



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/ Enterprise Management (Food Services)

Version 5.2



Article 23 –Holidays

All hourly employees will be entitled to seven (7) days off without loss of pay, as determined by the official school calendar adopted each year by the Board of Education.

All hourly employees will be entitled to the same seven (7) holidays as full-time employees without loss of pay.

To be eligible for holiday pay, all employees must be physically at work the last regularly scheduled workday before the holiday and the next regularly scheduled workday after the holiday in order to receive pay for the holiday, except for unforeseen emergencies.

To prove eligibility for Holiday Pay as stated in red above, the Timekeeper must manually audit timesheets to see if the criteria were met (working before and after the holiday).

If not, Timekeeper must perform the following task:

↳ Mon 9/01	2008 Sept 1	8.0
↳ Tue 9/02		

Click on Green Arrow to generate an additional line.

Mon 9/01	2008 Sept 1	8.0
Mon 9/01	1999 Holiday Pay-...	-8.0
Tue 9/02		

Choose pay code 1999 Holiday Pay and enter negative 8 hours (-8).

This pay code edit will counter the 8 hours of holiday pay for a net of 0 (zero) hours paid for the day.

Scheduled Lunch breaks

The workday for pay purposes is determined as follows:

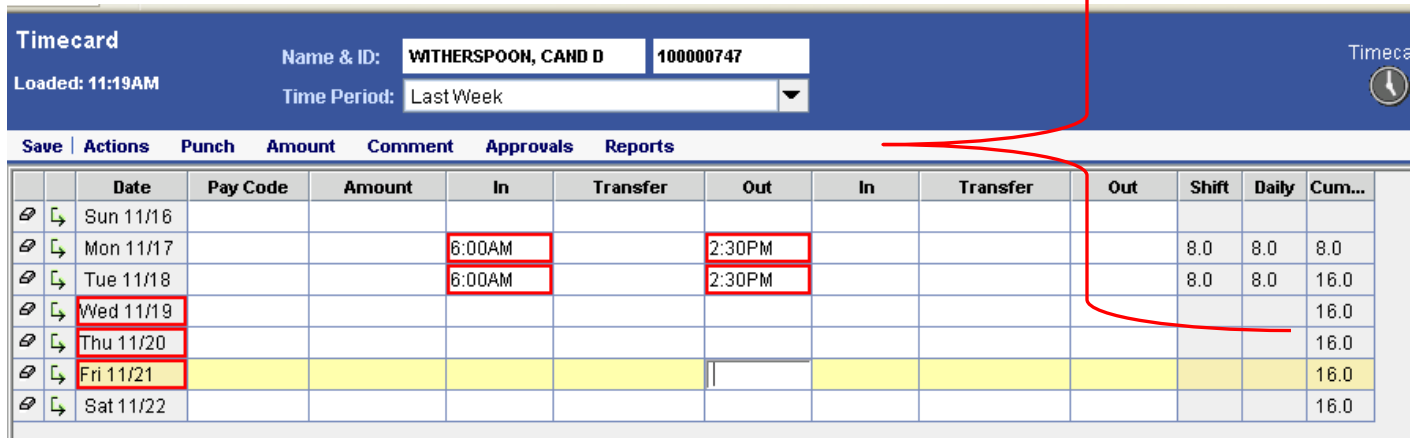
Full time employees work 8 hours per day and must take a scheduled unpaid ½ hour unpaid lunch away from their duties.

Hourly employees scheduled to work 4 hours or more per day will have a scheduled ½ hour unpaid lunch away from their duties.

If you are timekeeper whose employees have an automatic lunch punch and your employee is unable to take a lunch break, you must go into Kronos and edit their time by canceling the automatic lunch deduction.

Cand D Witherspoon is scheduled to work 8 hours per day with a 30 minute unpaid lunch. Lunches are required. However, if a circumstance occurs where Cand D is unable to take her lunch, she must notify her manager immediately.

The screen below shows her normal shift of eight hours worked. Note: 6 AM to 2:30 PM = 8.5 ; thus, .50 hour deducted for lunch.



	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
☞	Sun 11/16											
☞	Mon 11/17			6:00AM		2:30PM				8.0	8.0	8.0
☞	Tue 11/18			6:00AM		2:30PM				8.0	8.0	16.0
☞	Wed 11/19											16.0
☞	Thu 11/20											16.0
☞	Fri 11/21											16.0
☞	Sat 11/22											16.0

To adjust her timesheet so that Cand D is paid for the extra .50 hour, right click on the in punch.