



Payroll and Business Services

Principals / Department Managers Guide for Kronos

1) Roles and Responsibilities

As a Kronos Manager you will be responsible for reviewing and approving your employee's timecards assigned to your school or department.

Supervisor Level:

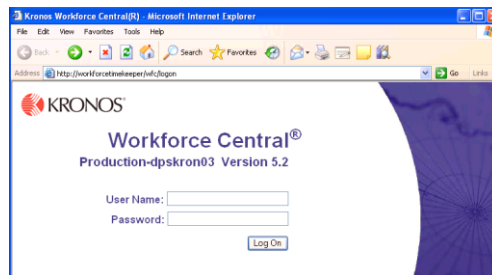
- Compliance with FLSA Law and Union Contracts
- Real time control of overtime
- Built in validations, warnings and other controls
- Approve time sheets electronically
- Allows the approver to monitor time sheet status for all employees for whom they are responsible
- Improved reporting
- Assists in eliminating unauthorized tardiness

2) Basic Navigation

Logging Into Kronos

Use your network User Name and Password

1. Type User name
2. Type Password
3. Click **Log On** button



3) Reviewing Time Cards

The Payroll Secretary at your location should be doing daily views and edits to the Kronos Timekeeper. During the course of the pay period, she will coordinate with your employees to capture missed punches and input absences such as sick leave.

A Principal or Manager is ultimately responsible for the pay data sent to Payroll from Kronos. Prior to final approval, bring your employees to the screen to review data. At this point, all timecards should have been reviewed and approved by your Payroll Secretary. There should be no Missed Punches or Unexcused Absences.

There should be no unexcused absences (especially important for salaried employees) and absolutely no missed punches. Pay cannot be generated for any workday which has a missed punch.

To check your timecards:

- Find "Schools Reconcile" in the Left Navigation Bar. Using your mouse, click once.
- Missed Punches and Unexcused Absences will be indicated by a check mark



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Person Name	Loc	Lawson Dept	Pay Rule	Missed Punch	Absence Unexcused	Total Base + Nonprod	Magic Number	Total OT
JENARDY, SUNSHINE N	242	PARA	000 PARA Hrly ...	✓	✓	22.0	0.0	
MCCARTHY, ETHAN LEE J	242	PARA	000 PARA Hrly ...	✓		9.0	0.0	
DEVLIN, SANDRA L	242	OTHR	187 Para Slry 3...	✓		28.5	176.0	
DOCEKAL, KENT R	242	PARA	000 PARA Hrly ...		✓	28.0	0.0	
GARCIA, EVAN F	242	PARA	000 PARA Hrly ...			14.0	0.0	
GUZMAN, BENITA	242	PARA	000 PARA Hrly ...			27.25	0.0	
ROSAS, TRACY R	242	PARA	000 PARA Hrly ...			30.75	0.0	
SCOTT, LINARD	242	PARA	000 PARA Hrly ...			23.75	0.0	
BYKES, MICHAEL K	242	PARA	000 PARA Hrly ...			9.25	0.0	
KEFFLER, EMILY A	242	PARA	000 PARA Hrly ...			33.75	0.0	

4) Manager Approval Process

After verifying there are no checkmarks in the Missed Punches and all unexcused absences have been dealt with appropriately, you are ready to approve.

Schools Pay Period Approval

Show: 242 Gilpin Office [Edit]

Time Period: Previous Pay Period [Refresh]

Last Refreshed: 10:00AM

Timecard Schedule People

Use Previous or Current Pay Period

Click on "Timecard"

Person Name	Loc	Lawson Dept	Pay Rule	Missed Punch	Absence Unexcused	Total Base + Nonprod	Magic Number	Total OT	ETS-S
JENARDY, SUNSHINE N	242	PARA	000 PARA Hrly ...	✓	✓	22.0	0.0		

- Select All
- E-mail...
- Print...
- Export to Excel
- Export to CSV

- Approve
- Remove Approval
- Sign Off
- Remove Sign-Off
- Lock Payroll

Select All under Actions and Approve All under Approvals

Reports

The Reports application in Kronos allows the user to run pre-programmed reports. Kronos reports reflect data that has been entered into Kronos. All other data coming from Time & Attendance or by another avenue will not be reflected in these reports.

- Running a Report from the **Navigation Bar**, select on **Reports**, or select the appropriate employees from a **Timecard Genie** and click the **Reports Launch Button**.
- From the **Category** list click on the + in front of **All**. This will expand to show the list of all available reports. **Select** and **Run** report



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Payroll Reporting and Deadlines

Semi-monthly paid employees are paid for hours from the 1st through the 15th paid on the last working day of the month and the 16th through the end of the month paid on the 15th of the following month.

Hourly monthly paid employees are paid for hours from the 15th of the prior month through the 14th of the current month paid on the last working day of the month.

Salaried monthly paid employees are paid absences and exceptions from the 15th of the prior month through the 14th of the current month paid on the last working day of the month.

Sign-off in Kronos can only be done after the current pay period has ended. The typical sign-off deadline is Monday by 11:00 AM after the work week containing the "15th" of the month for end of month payroll and the Monday by 11:00 AM after the work week containing the last day of the month for semi-monthly paid employees.

District's Policies and Practices

Overtime Pay Requirements

(A Review of District's Policies and Practices as Related to the Fair Labor Standards Act)

It is the District's policy to strictly comply with the FLSA. Noncompliance with the FLSA constitutes a violation of federal law. Lack of knowledge of FLSA violations does not excuse noncompliance. Any retaliation or discrimination against employees because they have filed FLSA/overtime-related grievances or complaints is unlawful.

Employees are classified as "exempt" or "non-exempt" for FLSA purposes. Typical non-exempt employee categories include: secretarial/clerical workers, custodians, paraprofessionals, food service workers, school bus drivers, and school security/resource officers.

"Non-exempt" employees are required to be paid at an overtime premium rate (one and one-half the employee's regular rate of pay) for all hours worked in excess of 40 hours per workweek. Note also that premium pay may be required under the terms of various applicable collective bargaining agreements. The District workweek begins on Monday at 12:01 a.m. and ends on Sunday at midnight. All hours worked must be fully compensated and counted towards the 40-hour overtime threshold. Such hours generally include time spent:

- performing any work before or after the scheduled workday (for example, an employee who says he is "coming in early just to get organized and take care of paperwork");
- performing work at home;
- performing work-related "errands" outside the worksite;
- performing any work-related tasks during a lunch break, such as monitoring/answering office telephone lines (note also that uninterrupted and duty-free lunch periods may be required in accordance with various



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applicable collective bargaining agreements); and

- in some circumstances, "volunteering" to perform any service for the District without compensation

"Hours worked" for purposes of the 40-hour overtime threshold do not include paid vacation, holiday, or sick leave.

Supervisory personnel may assign overtime to non-exempt employees. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. Employees who work unauthorized overtime may be subject to corrective action; however, those hours must be compensated at the overtime rate, even if the work was not requested, authorized, or scheduled by the supervisor. Administrators/managers should consult with the Human Resources Department and utilize appropriate training, coaching, and the evaluation/performance improvement plan process to address situations in which employees are not completing job tasks in an efficient manner or within a reasonable time period.

Please call our office should you have any questions regarding this policy or any other pay concerns. We can be reached Monday – Friday from 8:00 AM to 5:00 PM at 720-423-3450.

Duty of Management

Our district takes FLSA compliance seriously and assures our non-exempt employees are paid at least one and one-half their regular hourly rate of pay for all hours actually worked over 40 in one workweek. Our workweek is Monday – Sunday. Although is it a district policy that all overtime must be pre-approved prior to working, if an employee does the work, even though not pre-approved, the time must be paid! Withholding pay is never an option; however, a disciplinary action could be taken.

29 CFR 785.3-Duty of Management Department of Labor

In all such cases, it is the duty of management to exercise its control and see that the work is not performed if it does not want it to be performed. It cannot sit back and accept the benefits without compensating for them. The mere promulgation of a rule against such work is not enough. Management has the power to enforce the rule and must make every effort to do so.

Lunch Breaks



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As outlined in the policy of Denver Public Schools (DPS) to establish the time and duration of working hours as required by work load, production flow and applicable laws, non-exempt employees of the district are required to take scheduled lunch breaks for a minimum of 30 minutes per work day.

With the implementation of Kronos, and in keeping with the best interests of our employees and the district, employees are strongly recommended to clock out and in for all meal breaks. The district will not allow for the set up of automatic deductions for meal periods within Kronos. On the rare occasion when the 30 minute break is not possible, it is allowed that the break be taken “on-duty”, with the employee being compensated the entire time. “On-duty” meal periods will be counted towards the calculation of overtime as well. The district realizes that part-time employees, such as paraprofessionals, typically work a portion of the day and may choose not to take a break for lunch.

29 CFR 785.19 - Meal.

Section Number: 785.19 Section Name: Meal

- (a) Bona fide meal periods are worktime. Bona fide meal periods do not include coffee breaks or time for snacks. These are rest periods. The employee must be completely relieved from duty for the purposes of eating regular meals. Ordinarily 30 minutes or more is long enough for a bona fide meal period. A shorter period may be long enough under special conditions. The employee is not relieved if he is required to perform any duties, whether active or inactive, while eating. For example, an office employee who is required to eat at his desk or a factory worker who is required to be at his machine is working while eating.
- (b) Where no permission to leave premises. It is not necessary that an employee be permitted to leave the premises if he is otherwise completely freed from duties during the meal period.

Rounding Rule

What is the rounding rule and is it legal?

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.

Wage and Hour Section 785.48 Use of Time Clocks

- (a) Differences between clock records and actual hours worked. Time clocks are not required. In those cases where time clocks are used, employees who voluntarily come in before their regular starting time or remain after their closing time, do not have to be paid for such periods provided, of course, that they do not engage in any work. Their early or late clock punching may be disregarded. Minor differences between the clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise a doubt as to the accuracy of the records of the hours actually worked.
- (b) “Rounding” practices. It has been found that in some industries, particularly where time clocks are used, there has been the practice for many years of recording the employees' starting time and stopping time to the nearest 5 minutes, or to the nearest one-tenth or quarter of an hour. Presumably, this arrangement averages out so that the employees are fully compensated for all the time they actually work. For enforcement purposes this practice of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all the time they have actually worked.