



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/Secretarial Para Professional Handbook

Version 5.2



The length of each paraprofessional’s regular workday is determined by the appropriate supervisor.

Paraprofessionals required to work more than 40 hours in a work week will be paid time and one-half for hours worked beyond 40. Such additional hours must have prior approval by the supervisor.

Paraprofessionals required to work four (4) or more consecutive hours in a day may request and receive an unpaid 30-minute lunch break. The lunch break will, to the extent possible, be duty free. If the lunch break is not duty free, the time must be paid.

Paraprofessionals receive one negotiated personal leave per semester provided they are regularly assigned to 20 or more hours per week in a continuing assignment.

Scenario Information:

Employee is employed as a 6 hour per day Para. He has a negotiated personal day approved for the work day of 4/4.

Pay Code	
Fri 4/04	
Sat 4/05	3000 Vacation
	3050 Employee Illness
	3100 Family Illness
	3150 Personal Leave
	3200 Para Negotiated Leave
	3350 Jury Duty
	3400 Military
	3450 Job Injury

In the pay code column, choose 3200 Para Negotiated Leave from the drop down box.

Pay Code	Amount
3200 Para Negotiated Leave	6.0

Type in the appropriate number of leave hours. In this example, the employee works 6 hours per day and took the entire work day off.



Salaried Para Professionals

Library Techs are covered under the Para Bargaining Union; however, they are the only classification of Paras that are salaried and must be handled in Kronos as such.

ANDRA
Pay Rule: 187 Para Stry 30 L
Primary Account(s):
 3/22/2007-forever
 XX/242/OTHR/XXXX/XXXX/XXXX/7300
 XX/GILPIN ES/OTHER/XXXX/XXXX/XXXX/Library Tech I 187

	242	OFFIC
ANDRA	242	OTHR
	242	PARA
DOSEWAL MENT D	242	PARA

Person Name	Loc	Lawson Dept	Pay Rule	Missed Punch	Absence Unexcused	Total Base + Nonprod	Magic Nu...
ANDRA	242	OTHR	187 Para Stry 3...			160.0	160.0

While viewing employee's timecard, "hover" over the name with your cursor to display employee's Pay Rule. In this example, employee is a 187 Para Salaried Employee who takes a 30 minute unpaid lunch.

Although the bargaining group is PARA, salaried Paras are assigned to the department of OTHR.

Click on the Magic Number Genie to bring all of your work year employees to the top of the page which includes Library Techs.

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



Paraprofessionals who perform Invasive Procedures at the schools receive \$50 per month or other specified amount per Nursing Services. The school is responsible for submitting this pay and should be included in Kronos.

Timecard		Name & ID:	NICK		
Loaded: 2:11PM		Time Period:	Current Pay Period		
Save	Actions	Punch	Amount	Comment	Approvals
Date	Pay Code	Amount			
Tue 4/15					
Wed 4/16					
Thu 4/17					
Thu 4/17	3050 Employee Illness	0.5			
Fri 4/18					
Sat 4/19					
Sun 4/20					
Mon 4/21	4200 Invasive Procedures				

Prior to submitting your payroll for month end processing, enter a specific dollar amount using pay code 4200 Invasive Procedures.

4200 Invasive Procedures	50.00
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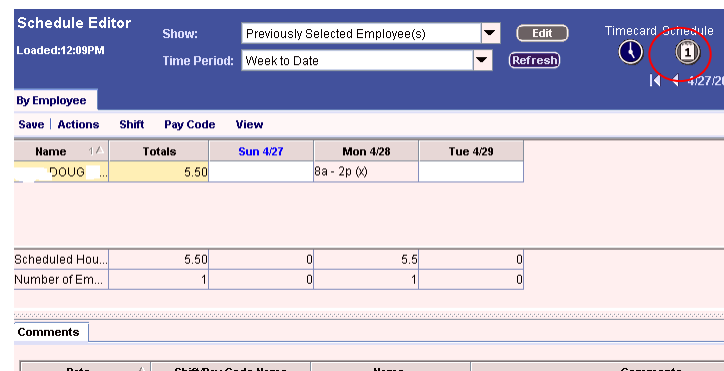
Type the dollar amount and save.

This pay code is set up to transfer dollars, not hours, to Payroll for processing.



Multiple Jobs within the Paraprofessional Classification

Occasionally, a school will assign multiple para jobs to an employee. Hours worked for each job must be submitted for payroll according to what the employee's scheduled work day is budgeted for. The schedule should be set up to reflect the appropriate jobs with the appropriate hours each day. If however, the employee deviates from the schedule, the secretary must change the schedule to reflect the actual hours worked. Job Codes drive the account number to be charged as well as the pay rate.



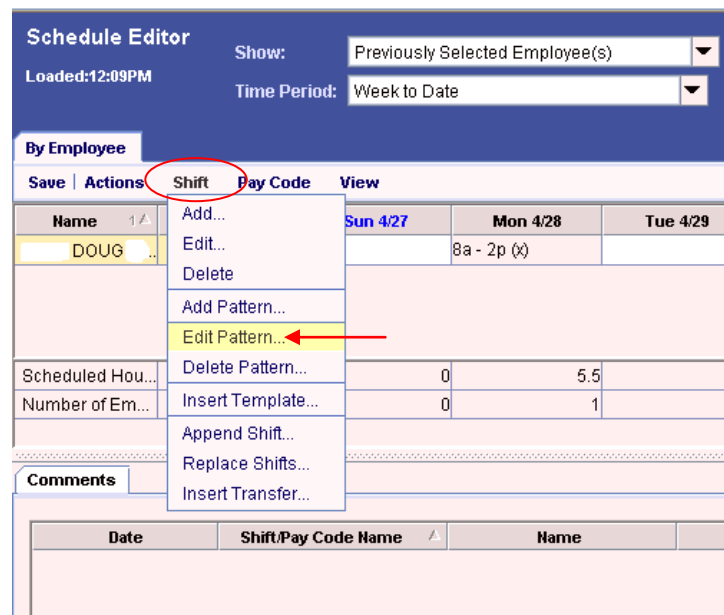
Schedule Editor
Loaded: 12:09PM
Show: Previously Selected Employee(s) [Edit]
Time Period: Week to Date [Refresh]

By Employee

Name	Totals	Sun 4/27	Mon 4/28	Tue 4/29
DOUG ...	5.50		8a - 2p (x)	
Scheduled Hou...	5.50	0	5.5	0
Number of Em...	1	0	1	0

Setting an employee's schedule to include multiple Para jobs

Select employee and click on Schedule to view current schedule.



Schedule Editor
Loaded: 12:09PM
Show: Previously Selected Employee(s)
Time Period: Week to Date

By Employee

Name	Shift	Sun 4/27	Mon 4/28	Tue 4/29
DOUG ...			8a - 2p (x)	
Scheduled Hou...		0	5.5	
Number of Em...		0	1	

Click on **Shift** and choose **Edit Pattern**.



FAST, DOUGLAS R

Effective Dates: 4/28/2008

Work Start Date: 4/28/2008

Pattern Start Date: 4/28/2008

Recurring: 8a - 2p(x)

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		8a - 2p (x)	8a - 2p (x)	8a - 2p (x)	8a - 2p (x)	8a - 2p (x)	
2							

Buttons: Insert Shift..., Insert Pattern..., Shift Editor..., Pay Code Editor..., Delete

Click on **Shift Editor**.

Shift Editor

Type	Day	Start Time	End Time	Sch Hrs.	Transfer
Regular	1	8:00AM	9:00AM	1.0	
Regular	1	9:00AM	10:00AM	1.0	#####7048

Change the first line to reflect what the base job's hours should be.

Click on 2nd line and enter 2nd job's hours. In the Transfer field, choose the appropriate job code.

Shift Editor

Type	Day	Start Time	End Time	Sch Hrs.	Transfer
Regular	1	8:00AM	9:00AM	1.0	
Transfer	1	9:00AM	10:00AM	1.0	#####7048
Transfer	1	10:00AM	2:00PM	4.0	#####7116

Shift Label: _____

Continue on third line and add the scheduled hours and choose appropriate job code.

By setting up the schedule, the employee does not need to punch in and out each time they go from one job to another.



