



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/Secretarial ProTech Handbook

Version 5.2



Professional Technical (commonly referred to as ProTechs) employees of the district are not covered by any bargaining group. The Department of Human Resources determines whether or not an employee is classified as exempt or non-exempt. Non-exempt ProTechs must be using Kronos to record hours worked. As non-exempt employees, they must be paid at least one and ½ their regular rate of pay for all hours worked over forty in one work week. The workweek for DPS is Monday – Sunday.

All references in this training material is referring to the non-exempt ProTech employee.

Flex Workweek

With approval from the Principal/ Supervisor

To avoid the cost of overtime, a supervisor can approve an employee to flex their work schedule within the work week to stay within the 40 hours. Hours should never be carried over from one workweek to another work week. Comp Time is not permitted in the district.

Scenario Information:

An employee is scheduled to end her work day at 3:30 PM each day. Her supervisor requested her to stay and work until 5:00 PM on a Thursday. The time card will show the start and stop time the employee actually worked. To avoid overtime, the employee is going to flex her schedule by working until 2:00 PM on Friday. Total weekly hours should be 40 hours.

Mon 3/31		7:00AM		11:00AM	11:30AM		3:30PM	8.0
Tue 4/01		7:00AM		11:00AM	11:30AM		3:30PM	8.0
Wed 4/02		7:00AM		11:00AM	11:30AM		3:30PM	8.0
Thu 4/03		7:00AM		11:00AM	11:30AM		5:00PM	9.5
Fri 4/04		7:00AM		11:00AM	11:30AM		2:00PM	6.5

Timecard reflects the 40 hrs worked.

The red boxes would indicate the variance in the work schedule (*late out and early out*). The employee’s schedule must be changed for Thursday and Friday to mirror the actual hours worked. This is especially necessary for salaried employees to balance to the “magic number”.

7:00AM		11:00AM	11:30AM		5:00PM
7:00AM		11:00AM	11:30AM		2:00PM

Once the schedule is changed for these two days, the red lines indicating the exceptions will no longer show.



Hours Over 40 with an Absence or Holiday

Moving extra time or overtime hours out of base salary in a workweek containing an absence or a holiday.

Mon 2/18	2008 Feb 18	8.0						
Tue 2/19	3150 Pers...	8.0						
Wed 2/20			6:23AM	10:52AM	11:48AM		3:02PM	8.0
Thu 2/21			6:25AM	10:56AM	11:51AM		3:19PM	8.25
Fri 2/22			6:26AM	10:45AM	11:51AM		3:00PM	8.0
Sat 2/23								

In this example, 2/18 was a holiday and on 2/19 the employee took an absence. On 2/21, an extra .25 hour was worked; however, Kronos doesn't move it to extra pay as illustrated in the daily view.

Daily

Account	Pay Code	Amount	Wages
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	Total WOR...	8.25	165.50
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	Total BASE...	8.25	165.50
XX/423/OFFIC/XXXX/XXXX/XXXX/1704	Salary	8.25	165.50

This extra time worked must be moved to extra pay in order for the employee to be paid appropriately.

Move Amount

From:

Pay Code: Salary

Amount (HH.hh): 8.0

Transfer: ;XX/423/OFFIC/XXXX/XXXX/XXXX/1704

To:

* Pay Code: ETS - Extra Time Sal...

* Amount (HH.hh):

* Effective Date:

Transfer: ETS-Trans Unsch

Comments...

OK Cancel Help

Right click on the salary line. Click on *move*.

In this example, the .25 of an hour is not overtime as the employee did not actually work over 40. In the Pay Code drop down menu, choose *Extra Time Salary*.



Move Amount

From:

Pay Code: Salary

Amount (HH.hh): 8.25

Transfer: ;XX/423/XXXX/XXXX/XXXX/1704

To:

* Pay Code: ETS - Extra Time Sal...

* Amount (HH.hh): 0.25

* Effective Date: 2/21/2008

Transfer:

Comments...

OK Cancel Help

Enter the number of hours needing to be *moved*.

Click **OK**.

Daily

Account	Pay Code	Amount	Wages
XX/423/XXXX/XXXX/XXXX/1704	Total WOR...	8.25	165.50
XX/423/XXXX/XXXX/XXXX/1704	Total BASE...	8.0	160.48
XX/423/XXXX/XXXX/XXXX/1704	ETS - Extra ...	0.25	5.02
XX/423/XXXX/XXXX/XXXX/1704	Salary	8.0	160.48

The Daily Total correctly shows 8 hours in Salary and .25 in extra pay.

Changing to a 60 minute unpaid lunch break from an unpaid 30 minute lunch break.
 With the supervisor's permission, an employee takes an 60 minute lunch instead of the regularly scheduled 30 minute lunch.



Name & ID: GORM. 1001938	
Time Period: Current Pay Per	GORM
Pay Rule:	197 Pro Tech Stry 30 L
Primary Account(s):	12/17/2007-forever XX/450/OTHR/XXXX/XXXX/XXXX/6123 XX/ABRAHAM LINCOLN HIGH/OTHER/XXXX/XXXX/XXXX /SFPC Liaison Specialist 198
Daily: 0.0 Weekly: 0.0 Per Pay Period: 160.0	

Amount	In
8.0	
	7:28AM

Fri 4/04	6:30AM	11:00AM	4.5
Fri 4/04	12:00PM	3:30PM	3.5
8.0			8.0

Edit Punch

Date: 04/04/2008
Time (hh:mm): 12:00PM
Rounded Time: 04/04/2008 12:00PM GMT-06:00
Time Zone: (GMT-07:00) Mountain Time (USA; Canada)
Override: In Punch
Cancel Deduction: In Punch
Exception: 30 Min 15-7 and One Break
Comments: 30 Min 15-7 Two Break
30 minute, 15-7 Long, No Except
45 Min 15-7
60 Min 15-7

Java Applet Window

6:30AM	11:00AM	12:00PM	3:30PM	8.0	8.0
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Employee has a work rule for a daily 30 minute lunch break.

To find out an employee’s work rule, “hover” the cursor over the employee’s name (Ms. Gorm). Work rule will be displayed. This example shows employee is a 197 day employee that is scheduled to take a 30 minute lunch.

With her supervisor’s approval, she takes a 60 minute lunch break and works 30 minutes longer at the end of her day. Because she has deviated from her schedule, her hours for the day are split between two separate lines.

Example to the left illustrates the 60 minute lunch with the total daily hours of 8. The employee will be paid correctly.

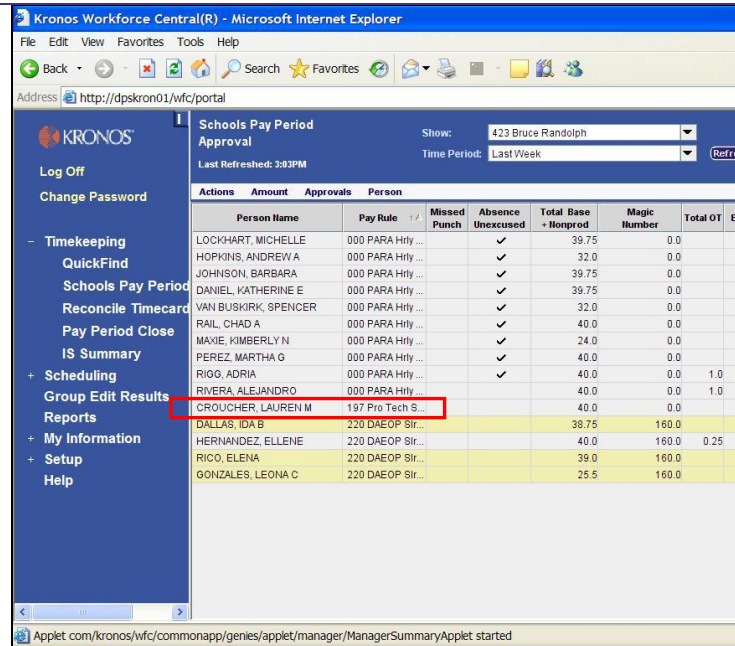
If, however, you want to get the time worked to show on one line only, edit *lunch in* punch and choose *60 min 15-7*.

Calculate totals and all hours will display on one line. Hours for the day still totals eight.



Work Year Employees Timecards (Weekly)

Use the “School Pay Period Approval” genie to pull up the School or Department that you want to check by selecting the appropriate hyperfind in the Show field. Select Last Week or Range of Dates for the Time Period used by the genie.



Person Name	Pay Rule	Missed Punch	Absence Unexcused	Total Base + NonProd	Magic Number	Total OT	ET
LOCKHART, MICHELLE	000 PARA Hfty...		✓	39.75	0.0		
HOPKINS, ANDREW A	000 PARA Hfty...		✓	32.0	0.0		
JOHNSON, BARBARA	000 PARA Hfty...		✓	39.75	0.0		
DANIEL, KATHERINE E	000 PARA Hfty...		✓	39.75	0.0		
VAN BUSKIRK, SPENCER	000 PARA Hfty...		✓	32.0	0.0		
RAIL, CHAD A	000 PARA Hfty...		✓	40.0	0.0		
MAXIE, KIMBERLY N	000 PARA Hfty...		✓	24.0	0.0		
PEREZ, MARTHA G	000 PARA Hfty...		✓	40.0	0.0		
RIGG, ADRIA	000 PARA Hfty...		✓	40.0	0.0	1.0	
RIVERA, ALEJANDRO	000 PARA Hfty...		✓	40.0	0.0	1.0	
CROUCHER, LAUREN M	197 Pro Tech S...			40.0	0.0		
DALLAS, IDA B	220 DAEOP Sir...			38.75	160.0		
HERNANDEZ, ELLENE	220 DAEOP Sir...			40.0	160.0	0.25	
RICO, ELENA	220 DAEOP Sir...			39.0	160.0		
GONZALES, LEONA C	220 DAEOP Sir...			25.5	160.0		

- The genie will sort employees by the Pay Rule column therefore all Work Year employees will be at the bottom of the list. Verify that all Work Year employees have 40 hours in the Total Base + NonProd column. You can drill down into the employees timecard by double clicking on the employee or highlighting the employee and clicking on the T If the employee has less than 40 hours in the Total Base + NonProd column this is an indication that there may be an Absence that was not recorded in the timecard and/or the week may contain a Non-Duty Day.
 - If the employee did not have any activity on one of the days during the week, a Pay Code edit to an Absence pay code must be made. Contact the Timecard Editor and/or Approver of the location.
 - If the week contains a Non-Duty day then the Total Base + NonProd column should equal 40 hours minus the number of Non-Duty days in the week.
- If the employee has more than 40 hours in the Total Base + NonProd column this is an indication that the employee may have worked over 8 hours in a day

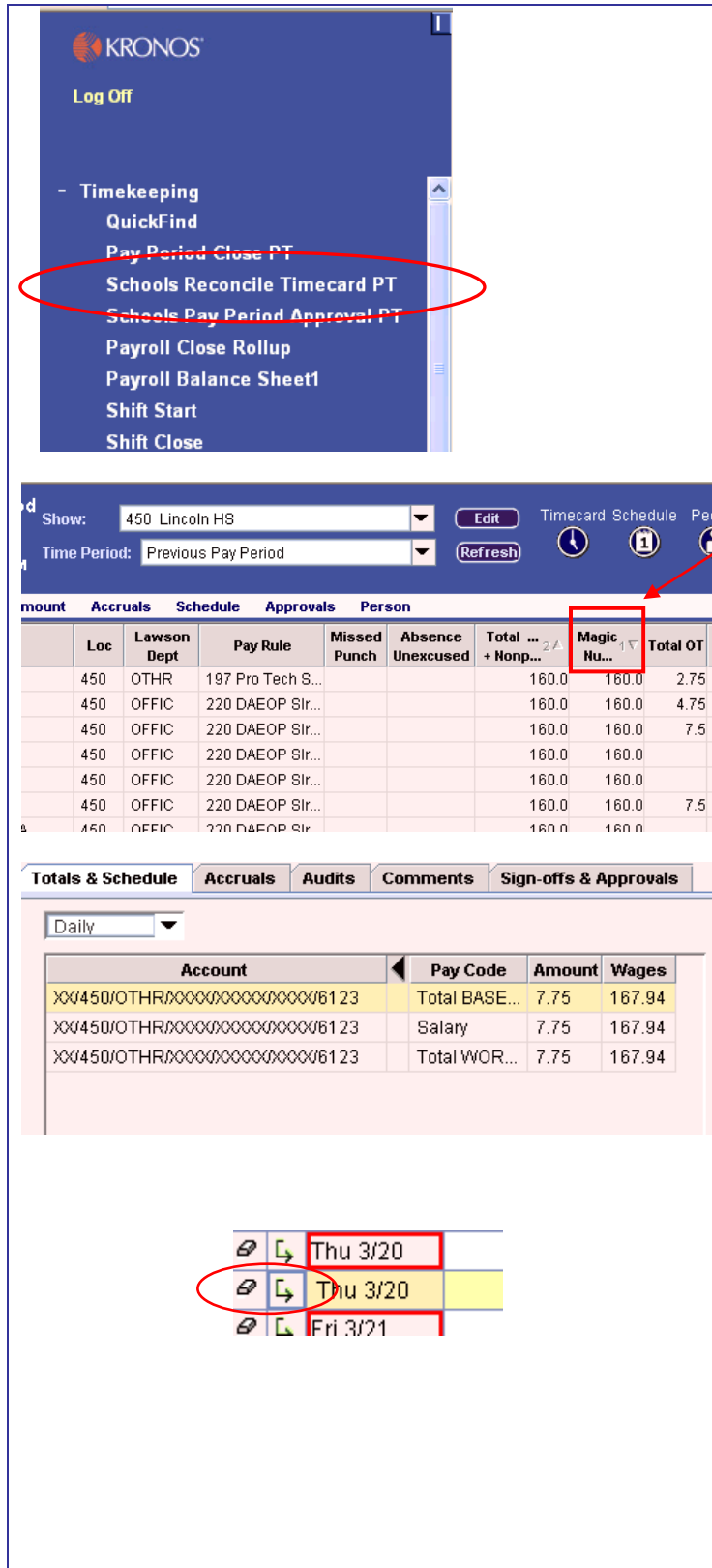


	<p>during the week and/or the employee took more Absence time than necessary.</p> <ul style="list-style-type: none">○ If the employee worked more than 8 hours on a day during the week a Move Hours edit needs to be performed so that the hours are in Extra Time and the employee is paid for the time.○ If the employee worked 33 hours for the week and took 8 hours of Absence time it needs to be determined if the employee wants to take less Absence time or be paid for the extra time worked. If the employee would like to be paid for the extra time worked a Move Hours edit is needed.
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What is the Magic Number?

The *Magic Number* is the total number of hours that the salaried employee should have worked for the Previous Pay Period based on the employees Work Year and Bargaining Unit. This number also represents the number of hours that will be auto-paid in Lawson and should be used for reference only. The hours in the Total Base + NonProd column represents the hours that will not be passed to Lawson during the payroll process. For this reason, it is important that the Total Base + NonProd column equals the Magic Number column. The Magic Number could be different based on the pay period being processed.





The screenshot shows the Kronos software interface. At the top left, there is a 'Log Off' button and a menu with several options. The option 'Schools Reconcile Timecard PT' is circled in red. Below the menu, there are fields for 'Show:' (450 Lincoln HS) and 'Time Period:' (Previous Pay Period). A table below shows columns for 'Loc', 'Lawson Dept', 'Pay Rule', 'Missed Punch', 'Absence Unexcused', 'Total ... 2A + Nonp...', 'Magic Nu...', and 'Total OT'. The 'Magic Nu...' column is highlighted with a red box. Below the table, there are tabs for 'Totals & Schedule', 'Accruals', 'Audits', 'Comments', and 'Sign-offs & Approvals'. The 'Daily' view is selected, showing a table with columns for 'Account', 'Pay Code', 'Amount', and 'Wages'. The row for 'Thu 3/20' is highlighted in yellow. At the bottom, there is a calendar view with 'Thu 3/20' circled in red.

Click on *Schools Reconcile Timecard*.

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

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

Go to daily view and audit salaried DAEOP timecards.

If there is less than 8 hrs in base salary, you need to edit the time card to assure the total hours for the day equal 8.

Example #1: Time card totals less than 8

In order to bring the base total to 8 hours, you must add .25 hrs.

Click on arrow to add new line for specific date.

In the pay code field, choose 3997 (or other applicable absence if appropriate).



Save	Actions	Punch	Amount	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Tr		
Thu 3/20	3450 Job Injury					
	3500 Subpoena					
	3550 Administrative With Pay					
	3551 Administrative No Pay					
	3600 School Business					
	3620 Union Business					
	3996 Hourly Leave No Pay					
	3997 Salary Leave No Pay					

Add appropriate # of hours to bring up to 8.

Save	Actions	Punch	Amount	Comment	Approvals	Reports
Date	Pay Code	Amount	In	Tr		
Thu 3/20	3997 Salary Leave No Pay	.25				

Totals & Schedule Accruals Audits

All

Account	Pay Code	Amount	Wages
XX/450/OTHR/XXXXXXXXXXXX/6123	Total BASE...	8.0	173.36
XX/450/OTHR/XXXXXXXXXXXX/6123	Salary	7.75	167.94
XX/450/OTHR/XXXXXXXXXXXX/6123	3997 Salary...	0.25	5.42
XX/450/OTHR/XXXXXXXXXXXX/6123	Total WOR...	7.75	167.94

Save	Actions	Punch	Amount	Comment	Approvals	Reports	
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Sat 3/29							
Sun 3/30							
Mon 3/31							
Tue 4/01			7:00AM		3:00PM		
Wed 4/02							
Thu 4/03							
Fri 4/04							
Sat 4/05							
Sun 4/06							
Mon 4/07							
Tue 4/08							

Example #2: Employee worked 7:00AM to 3:00 PM with no lunch break. Although the total hours worked for the day equals eight, Kronos is placing the extra hour into extra time worked. This would result in an overpayment to the employee. The magic number would not balance.



Totals & Schedule Accruals Audits

Daily

Account	Pay Code	Amount	Wages
XX/450/OTHR/XXXXXXXXXXXX/6123	Total BASE...	7.0	151.69
XX/450/OTHR/XXXXXXXXXXXX/6123	ETS - Extra ...	1.0	21.67
XX/450/OTHR/XXXXXXXXXXXX/6123	Salary	7.0	151.69
XX/450/OTHR/XXXXXXXXXXXX/6123	Total WOR...	8.0	173.36

In the daily view, it shows employee has 7 hrs in base and is paying 1 hr extra.

This indicates the employee's schedule is different than what the employee actually worked.

Schedule Editor

Show: Previously Selected Employee(s) Edit

Loaded:11:38AM Time Period: 4/01/2008, Specific Date Refresh

By Employee

Save | Actions Shift Pay Code View

Name	Totals	Tue 4/01
GORMAN, HOL...	8.00	8a - 4p

Scheduled Hou...	8.00	8
Number of Em...	1	1

Go to employee's schedule.

Employee's schedule is 8AM to 4PM with a scheduled lunch break.

Employee's schedule must be changed to reflect the schedule that she worked.

Schedule Editor

Show: Previously Selected Employee(s) Edit

Loaded:11:38AM Time Period: 4/01/2008, Specific Date Refresh

By Employee

Save | Actions Shift Pay Code View

Name	Totals	Tue 4/01
GORMAN, HOL...	8.00	7a - 3p

Scheduled Hou...	8.00	8
Number of Em...	1	1

Enter 7-3P and click SAVE.



All ▾

Account	Pay Code	Amount	Wages
XX450/OTHR/XXXXXXXXXXXXXXXX6123	Total BASE...	8.0	173.36
XX450/OTHR/XXXXXXXXXXXXXXXX6123	Salary	8.0	173.36
XX450/OTHR/XXXXXXXXXXXXXXXX6123	Total WOR...	8.0	173.36

Go to employee's time card and check the daily view, it will reflect the correct 8 hrs in the base pay.

