



MIAMI  
UNIVERSITY

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The Kronos time keeping system will be upgraded on October 24<sup>th</sup> and 25<sup>th</sup> and the website will be down. On those days, employees should use the nearest time clock to record punch in and out times. There **are no changes for employees who use the time clocks.**

Payroll Services routinely reviews its practices and procedures to ensure efficiency and legal compliance. The appropriate and accurate reporting and approval of time is of extreme importance and governed by the Department of Labor (DOL). One payroll practice that was enabled with the 5.1 implementation of Kronos is a feature that allows employees to edit their own in/out punches. Miami reviewed this practice and found that it is not acceptable to the Department of Labor.

In order to assure compliance with governmental recommendations and general practice, effective October 26, 2009 (pay period 23), **the feature permitting employees to edit their own punch in and out records will be disabled.**

Employees who need their in or out punches edited must make these requests **in writing**. Employees may submit the request to managers in an email, on a hand-written note or a department form. All requests (email, note or form) must be retained by the manager for **three** years. Departments may choose to retain the requests electronically **or** print all emails and documents and retain them in paper form for the three year period. If documents are stored electronically, they must be stored in a manner where they can be retrieved by others in the department (i.e. emails should be saved to the shared drive). Employees will continue using other components of the Kronos website: time stamp (to punch in/out), pay codes, move overtime to comp time; change meal rules (on the time stamp page); transfer time between departments (on the time stamp page when clocking in); and approve the time card.

Kronos 6.0 tutorials are available for employees and managers on <http://muohio.edu/payroll> and training sessions are available for managers on TRAIN (special topics) until October 29, 2009.