

# Kronos 6.0 Frequently Asked Questions

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## Editing Time Cards

### *Editing Time Card Directions*

#### **Question: What are the Steps for Editing Punches on Time Card?**

**Answer:** Editing time card punches encompasses 4 easy steps: 1) receive a request to edit a punch, 2) edit the punch, 3) add a comment and 4) save.

- Employee requests for supervisory edits to punches must be in writing (email, departmental form, hand-written note).
- Kronos steps for time card edit:
  - 1) Go to <http://mymiami.muohio.edu> and click the “Time Entry – Full” link in the Miami Web Page Index. Log in to Kronos with your Unique ID and LDAP password.
    - A. Go to My Genies and choose Quick Find. Enter the last name of the employee whose time card you need to edit. Enter the appropriate time period (current pay period, previous pay period). Double click the employee’s name to open the time card.

- 2) Find the time card punch which needs to be edited. Click in the cell and make the necessary change.
- 3) Add a comment to indicate why the punch was edited. To add the comment, right click in the time card cell (or go the comment menu, click the pull-down menu) and choose add comment. Choose the appropriate comment (i.e., “Pre approved,” “Unscheduled,” “Forgot to punch,” or “Punch did not record”) from the Add Comment pop-up and click Ok.
- 4) Click the **blue save button** at the top of the time card.

**Question: Will supervisors be able to edit the punches of their employees?**

**Answer:** Yes. Please see “What are the Steps for Editing Punches on Time Card?”

**Question: Will supervisors be able to edit their own punches?**

**Answer:** No. Supervisors are not able to edit their own time cards. Contact your supervisor for edits.

### *Documentation for Editing Time Cards*

**Question: What form do requests for time card edits have to be?**

**Answer:** Employee requests for supervisory edits to punches must be in writing (email, departmental form, hand-written note). Departments may choose which method they prefer. If the department chooses to retain their documentation in paper, all emails must be printed. If the department chooses to retain the documentation electronically, all printed information must be scanned into the shared drive location and emails must be saved to the shared drive. Emails may not be saved in the supervisor’s email account.

**Question: How long do supervisors have to retain requests to edit time cards?**

**Answer:** All requests to change an employee’s time card must be retained by the supervisor for three years. Employee requests for supervisory edits to punches must be in writing (email, departmental form, or hand-written note). Departments may choose which method they prefer. If the department chooses to retain their documentation in paper, all emails must be printed. If the department chooses to retain the documentation electronically, all printed information must

be scanned into the shared drive location and emails must be saved to the shared drive. Emails may not be saved in the supervisor's email account.

**Question: Do requests for edits need to be copied to payroll?**

**Answer:** No. Please **do not** copy payroll on these requests. Supervisors must retain the request for three years.

**Question: Do students have to submit written requests for changes to their time cards?**

**Answer:** Yes, the request to edit punches is the same for students as it is for classified employees. The request must be in writing and must be retained by the supervisor for three years.

**Question: Can a sign-in sheet serve as a written request?**

**Answer:** If a department or area uses a sign-in sheet where employees hand write a clock in or clock out times (when forgetting to punch), this may be used as the documentation if the documentation includes all the necessary information (clock in/out time, date, employee name and employee signature.) The sign-in sheet should be retained according to the retention policy discussed in this documentation.

## **Pay Codes (sick, vacation, FMLA, jury duty...)**

### ***Pay Code Directions***

**Question: How do I enter a pay code?**

**Answer:** Use the following steps to enter a pay code: 1) log in to Kronos, 2) enter the pay code, 3) enter the number of hours for which the pay code applies 4) add a comment and 5) save.

- 1) Go to <http://mymiami.muohio.edu> and click the "Time Entry – Full" link in the Miami Web Page Index.
  - A. Log in to Kronos with your Unique ID and LDAP password.
  - B. Click My Timecard or go to My Genies and choose Quick Find to access the time card that you need. Enter the appropriate time period (current pay period, previous pay period). Double click the employee's name to open the time card.

- 2) Go to the Pay Code column next to date and click the cell to open the Pay Code menu.
  - A. Choose a leave code. You may find it helpful to widen the Pay Code column to find the correct one (i.e., sick, vacation, FMLA....)
- 3) Click in the Amount column (to the right of the Pay Code column) for the same date and enter the number of hours for which that pay code is used.
  - A. Note that if the employee clocks time and uses leave time on the same day, the leave time must be input into a new row. Click the add row button on the left side of the time card for the appropriate date. If you add a row accidentally, click the x to delete the extra line. You will be asked to confirm that deletion.
- 4) After adding the amount, the next step is to add a comment. Right click in the amount cell and choose add comment. The first comment used needs to be either “Pre approved” or “Unscheduled.” You may add as many comments as you need.
  - A. Click Ok.
- 5) Click Save

### ***Holiday pay***

**Question: Do I have to enter anything to be paid on a holiday?**

**Answer:** University paid holidays are automatically added to Kronos for full-time employees. Holidays need to be added to Kronos for part-time employees according to the individual schedule of the particular part-time employee as directed by the supervisor.

### ***Sick Time***

**Question: Can employees who use the Kronos website enter their own sick time?**

**Answer:** Yes.

**Question: Can an employee use vacation time when s/he is sick?**

**Answer:** Employees who call in sick must exhaust their sick time before using other types of leave. Sick time may be used for doctor’s appointments. (Employees may choose to use vacation time for **pre-scheduled** doctor’s appointments if they wish to do so.)

### ***FMLA (Family Medical Leave Act)***

#### **Question: What type of leave is used for FMLA?**

**Answer:** Employees at Miami University who are on a FMLA leave use sick time, then vacation time, then personal leave and then unpaid time. Employees may choose to use comp time, but the employer may not compel the employee to do so. Please see the FMLA information on the personnel website, <http://www.units.muohio.edu/prs/Personnel/FMLA%20&%20Medical%20Leave.html> for more information.

#### **Question: Who do I contact with questions about FMLA?**

**Answer:** Patricia Irwin in the Department of Human Resources is the FMLA Coordinator. Contact her at 529-2027 or [donatupa@muohio.edu](mailto:donatupa@muohio.edu).

### ***Worker's Compensation***

#### **Question: What do I do when an employee is injured on the job?**

**Answer:** Send employee with non life-threatening injury to Student Health Services between the hours of 8-6 weekdays and **complete the accident report form ASAP** (within 24 hours) and fax it to HR (529-4223). Send employees with life-threatening injuries to McCullough Hyde Hospital and then complete the accident report form ASAP (within 24 hours). Employees injured outside of the 8-6 hours of the Student Health Center should go to McCullough Hyde Hospital.

#### **Question: Where can I get a copy of the Employee Injury and Illness Report?**

**Answer:** The form is available on the personnel website <http://www.units.muohio.edu/prs/Personnel/Documents/Injury%20and%20Illness%20Report%202008.pdf> where it can be printed or completed online and then printed.

#### **Question: Who do I contact with questions about Worker's Compensation?**

**Answer:** Cindy Lewis in the Department of Human Resources is the Worker's Compensation Coordinator. Contact her at 529-0432 or [merleci@muohio.edu](mailto:merleci@muohio.edu).

### ***Regular Pay Code***

Please do **not** use this pay code.

### **Overtime**

**Question: Can a supervisor remove unapproved overtime from an employee's time card?**

**Answer:** No. Edits may **not** be made to remove overtime. Removing overtime for a supervisee/employee may be cause for discipline up to and including termination. Employees must be paid for hours worked. Employees may choose to move overtime to comp time (the manager may not compel the employee to choose one or the other.) Please note: supervisors can request discipline for employees who work unauthorized overtime.

**Question: Can an employee move his/her own overtime to comp time?**

**Answer:** Yes. It is an employee's decision whether to be paid for overtime or move it to comp time. Employees who access the Kronos website may move their own overtime to comp time. Please see the video tutorial on the payroll website <http://muohio.edu/payroll> for instructions.

**Question: What should I do with an employee who regularly works unapproved overtime?**

**Answer:** Contact the Labor Relations team in the Department of Human Resources at 529-3131 or email [donatupa@muohio.edu](mailto:donatupa@muohio.edu).

**Question: If I have worked overtime to finish helping a customer after hours, will I be paid for this even if it is not pre-approved?**

**Answer:** Yes, please let your supervisor know about the overtime as soon as possible.

### **Meal Rule Changes & Cancellations in Kronos 6.0**

**Question: Am I allowed to change my meal rule?**

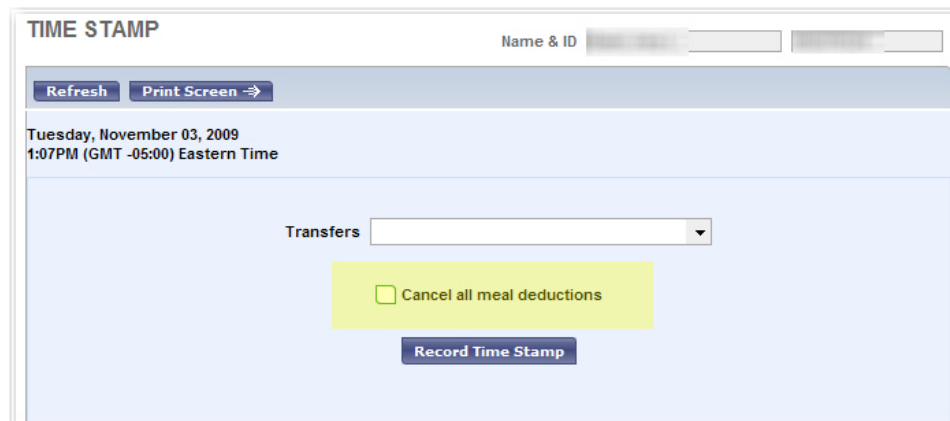
**Answer:** Meal rule changes are exceptions to the normal schedule and happen infrequently. A meal rule may be changed with supervisor permission. To change or cancel a meal deduction (with supervisor approval), please follow the appropriate steps.

***How to Cancel a Meal Deduction:***

**When:** Cancelling a meal rule is an exception to the normal schedule and should happen infrequently. A meal rule may be changed with supervisor permission. All meal deductions may be cancelled for a particular day by the employee when clocking in **or** clocking out. Supervisors may make the change in the timecard anytime during the pay period.

**How:**

1. Go to MyMiami (<http://mymiami.muohio.edu>).
2. Click the 'Time Entry-Full' link in the My Miami Web Page Index.
3. Log in to Kronos.
4. The 'Time Stamp' will appear. (If another page appears, go to the 'My Information' pull-down menu and choose 'Time Stamp'.)
5. Click the box next to the phrase 'Cancel all meal deductions' and **then** click the 'Record Time Stamp' button.



6. After clicking 'Record Time Stamp' a confirmation page will appear showing the clock in/clock out time and the cancellation of the meal deductions for that day.

***Change Meal Deduction:***

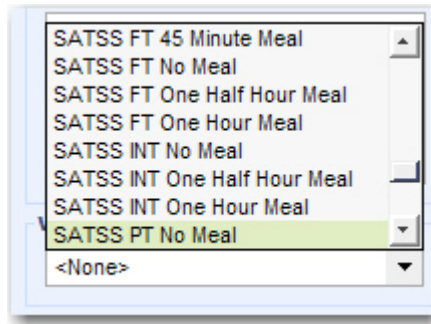
**When:** Meal rule changes are exceptions to the normal schedule and happen infrequently. A meal rule may be changed with supervisor permission. Changing a meal deduction for a particular day may be done by the employee **only** when clocking in for that day. Supervisors may make the change in the timecard anytime during the pay period.

**How:**

1. Go to MyMiami (<http://mymiami.muohio.edu>).
2. Click the 'Time Entry-Full' link in the My Miami Web Page Index.
3. Log in to Kronos.
4. The 'Time Stamp' will appear. (If another page appears, go to the 'My Information' pull-down menu and choose 'Time Stamp.')
5. **Before** clocking in, click the down arrow on the 'Transfers' box in the middle of the 'Time Stamp' screen. A list may now appear which includes the appropriate job type and meal rule change. (For example, 'SATSS FT One Hour Meal.')
6. If the code appears, select it and **then** click the 'Record Time Stamp' button.
7. If the appropriate job type and meal rule change do not appear there, choose 'Search' from the pull-down menu. The 'Select Transfer' window will appear. Go to the 'Work Rule' area at the bottom left corner of the window.

The screenshot shows the 'Select Transfer' window. The 'Job' section has 'As of date' set to 11/16/2009. The 'Labor Account' section has a search field and a table with columns for 'FUND', 'ORGN', 'JOB', and 'PAY ID'. The 'Work Rule' section has a dropdown menu set to '<None>'. The bottom of the window has buttons for 'OK', 'Cancel', 'Refresh', and 'Help'.

8. Click the pull down menu under 'Work Rule' and choose the appropriate code for your job type and meal rule change.



9. Click the Ok button.
10. On the 'Time Stamp' page confirm that the appropriate code appears in the Transfer box.
11. If all information is correct, click the 'Record Time Stamp' button. If the information is not correct, repeat steps 6-11.
12. After clicking 'Record Time Stamp' a confirmation page will appear showing the clock in time and the meal rule change.

## **Classified Employees**

**Question: Can classified employees work from home?**

**Answer:** There is currently no policy that permits classified employees or student staff to work from home. Employees with questions should contact their supervisor.

## **Student Employees**

**Question: Do students have to submit written requests for changes to their time cards?**

**Answer:** Yes, the request to edit punches is the same for students as it is for classified employees. The request must be in writing and must be retained by the supervisor for three years.

**Question: Can student employees work from home?**

**Answer:** There is currently no policy that permits student employees to work from home. Employees with questions should contact their supervisor. Please see the Student Employment Supervisors manual (<http://www.units.muohio.edu/sfa/employment/employmentmanual.htm>). Hourly students are required to clock into Kronos. Kronos is only accessible on campus. Employees whose specific job description requires an off-site location (i.e., field research outside of Oxford) submit hours to the supervisor in writing.

**Question: Who do I talk to about a question regarding a student employee's time card?**

**Answer:** Marcy Van Winkle handles student payroll and may be contacted at 529-8042 or [vanwinma@muohio.edu](mailto:vanwinma@muohio.edu). For student employment policy questions, please contact Student Employment at 529-8722 [studentemployment@muohio.edu](mailto:studentemployment@muohio.edu).

**Question: Should I approve a student time card when there are punches from multiple departments?**

**Answer:** As long as all the department hours are transferred correctly on the timecard between the multiple jobs, you can approve the timecard. You would not want to approve timecards with hours charged to your department that shouldn't be, or hours are being charged to another department that are yours. These are issues that need to be fixed before approving the timecard to ensure that both departments are charged correctly.

**Technology requirements for Kronos 6.0**

Operating System Minimum Requirements: Microsoft Windows XP SP2 or Vista or Macintosh OSX 10.4.8 (users may be able to access Kronos in Leopard [OS 10.5] but not Snow Leopard [OS 10.6])

Internet Browser Minimum Requirements:

- Windows users: Internet Explorer 6 or Firefox 2.0, or Safari 3.
- Macintosh users: Safari
- Macintosh users who have problems with Java should use the web address <https://timeentry.muohio.edu/wfc/applications/wtk/html/ess/logon.jsp>. Please note that common Kronos functions are accessed through the "Home" link when using this website.

Software: Sun Java Plug-in 1.6.0\_13 (directions for applying the upgrade may be found at <https://ithelp.muohio.edu/selfservice/rassp/KPListing/view2.jsp?k2dockey=040972654051217&ViewLink=true> )

## More Questions

**For additional questions on using Kronos:** Contact the Payroll Office (513-529-6223 or [payroll@muohio.edu](mailto:payroll@muohio.edu) )

**For additional policy questions:** Contact the Department of Human Resources (513-529-3131 or [personnel@muohio.edu](mailto:personnel@muohio.edu) ) for policy questions.