

▽ Kronos Documentation

- Kronos Managers Guide and Employee Guide can be found at: <http://intranet/it/help>

▽ Quick Find and Employee List Links

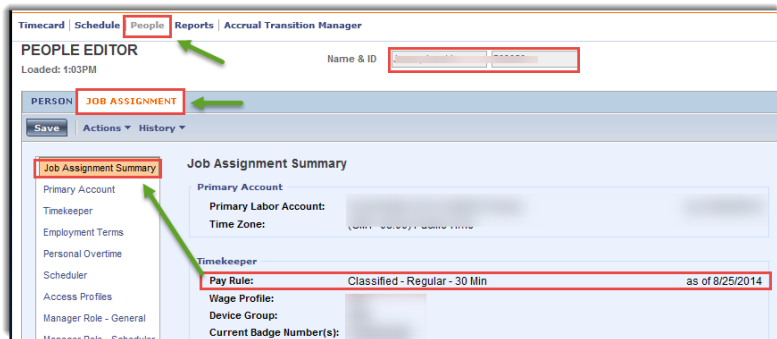
Familiarize yourself with selection options – Find, Show, Time Period



▽ Pay Rules

Verify summer employee **Pay Rules** for accuracy and **contact HR if any are incorrect.**

People/Job Assignment/Job Assignment Summary/Pay Rule



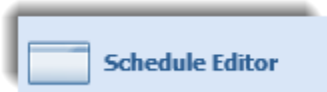
- **Classified: Timecard Classified - 30 Min** is the most appropriate **Pay Rule for Classified** because they will be paid strictly on their punches.

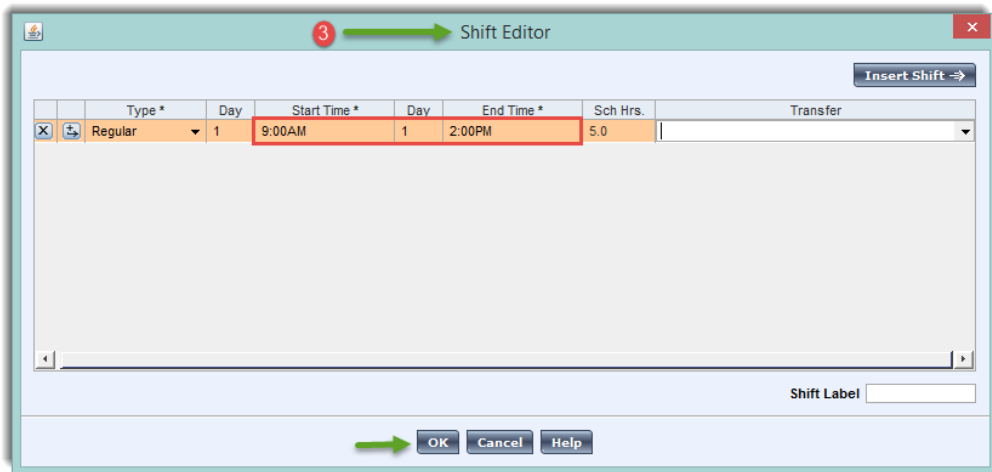
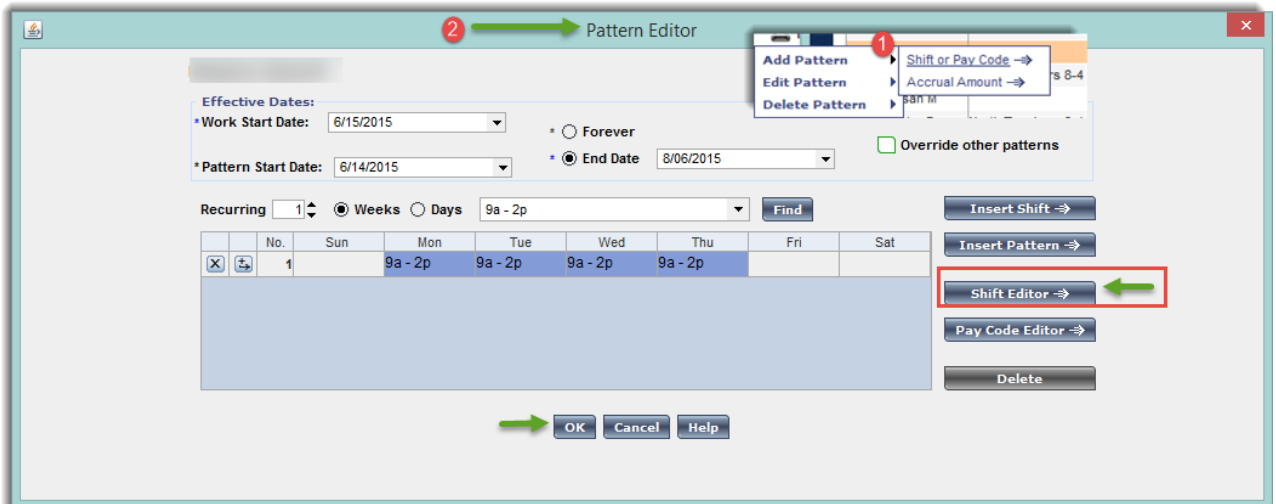
- ▽ Remember though that this pay rule will deduct thirty minutes if the employee works six (6) hours or more in a shift.
  - This is not a likely scenario, but worth noting that a meal-time deduction will need to be entered on the timecard in the event an employee works 6 hours or more *without* taking a lunch.
  - Less than 6 hour employees will need to punch out/in if they take a lunch break.

- **Teachers: Timecard Classified - .5 Punches** is the most appropriate **Pay Rule for Teachers**

- ▽ This is an auto-punch pay rule.
- ▽ Although this pay rule is used primarily for classified staff, use for teachers for summer is allowable because it will ensure that they are paid solely on their auto-punches.
- ▽ There will be NO DOCK entries for teachers.
  - Remove auto punch entries from the timecard if a teacher doesn't work on a scheduled day.

▽ Schedule Editor – Employee Schedules





- Required for all teachers and classified employees
- Employees
  - ▽ If you don't see a staff members on your **Employee List**, work with Debbie Stead (Classified) and Karin Gieg (Licensed) to get them on there.
  - ▽ Add/Modify Schedule (using summer assignment start/end dates)
    - Schedule Editor/Pattern Editor/Shift Editor
- ▽ **Exceptions**

Employees will have an exception if they do not punch in/out for a scheduled shift.
- ▽ **Timecard Approval**
  - **Timecards** need to be approved by all employees for the previous pay period and employees should follow the same process for approving timecards as they do during the school year.
  - **No leave, holiday pay, or dock, should be entered on the timecard during summer school assignments.**
- ▽ **Pay Period Close**

