Kronos Time Keeper Fact Sheet

Contact Payroll at 413-794-3310 before entering information for a flexible work arrangement in Kronos for the first time to ensure accuracy.

Entering revised schedules in Kronos

Here are some basic instructions to enter revised schedules in Kronos.

Option A: Flexible start and end time -- Start and end times for each shift will need to be updated. Updates to start and end times ensure Kronos will accurately calculate hours worked.

Example: An employee who normally works Monday through Friday 8 a.m. to 4:30 p.m. changes to 6:30 a.m. to 3 p.m.

- Using the scheduler for the employee, enter the start and end times for the shift for each day the change is applicable. For this example, it would be every day, Monday through Friday.
- Also, you can use the Pattern Editor in the Scheduler if the new start and end times are consistent from week to week. For this example, you could create a new schedule pattern for 6:30 a.m. to 3 p.m. that will run for any period of time.

Option B: Compressed workweek -- Schedules for employees who elect a compressed workweek need to be updated. Start and end times will need to be entered for each day the employee is scheduled to work.

Example 1: A 40-hour per week employee changes from a five-day schedule to a four-day schedule.

- Once the Request for Flexible Work Arrangement form is processed with HR, the Kronos Work Rule will change automatically to a 10-hour rule based on the employee's PeopleSoft record.
- Using the scheduler, enter the start and end times for each day the employee will be working. Do not enter anything on days the employee is not working (unless that day happens to be for paid time off such as personal or holiday).

Example 2: A 40-hour per week exempt (salaried) employee changes from 10 days per schedule period to nine days per schedule period.

- Once the Request for Flexible Work Arrangement form is processed with HR, the Kronos Work Rule will change automatically to a 10-hour rule based on the employee's PeopleSoft record.

July 2016

- Using the scheduler, enter the start and end times for each day the employee will be working. Do not enter anything on the days the employee is not working (unless that day happens to be for paid time off such as personal or holiday).
- Kronos will calculate 80 hours REG as long as there are nine in-punches for the employee during the schedule period.

Option C: Partial Telecommuting -- A new Kronos pay code has been created to accommodate this. Use Pay Code 'REG –Telecommute' for each pay period on the days the employee telecommutes.

Example: An employee telecommutes every Friday.
- Using either the timecard or scheduler, enter Pay Code 'REG – Telecommute' along with the number of hours on each Friday.

Paid time off

If an employee works a nine-hour work day, then nine hours of PTO will be used. If they work a 10- hour work day, then 10 hours of PTO will be used. Encourage employees check their paychecks to ensure proper accruals of PTO.