

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section 1	Logistics Administrative Policies	Effective	10/01/2003
Policy 1.14	Electronic Time Capture System - KRONOS	Revised	02/24/2004
			05/23/2005
			02/06/2006
			12/01/2007

Audience:

All Logistics classified employees.

Purpose:

To provide consistent guidelines for recording and reporting employee attendance at work to establish correct pay for scheduled hours worked.

Policy:

Each employee is responsible for using the KRONOS electronic time capture system to track their time and attendance. Time not recorded in KRONOS will not be paid without appropriately approved documentation submitted to Shared Administrative Services (SAS) by established deadlines for the pay period. Documentation not received in the SAS office by the established deadlines for the time period will result in pay discrepancies that may not be paid until the following pay period.

Definitions:

The KRONOS electronic time capture system records an employee’s time at work when the employee calls in to the system using a designated phone. Calling in to the system at the beginning or end of a scheduled shift is referred to as clocking in or out.

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Approved by Leadership: _____ Date: _____

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Procedure:

NOTE: the KRONOS policy does not replace the Logistics Administrative Policies

- 1.1 Leave Administration
- 1.2 Attendance
- 1.4 Alternative Work Schedule
- 1.10 Disciplinary Process

All employees must be trained in the use of the KRONOS electronic time capture system. Non-Exempt employees are required to clock in at the beginning of their shift and clock out at the end of their shift every workday. Time must be recorded within a 7-minute window prior to the start of a shift or within a 7-minute window after the shift begins. The same 7-minute window of time applies at the end of the shift.

Exempt employees have the option of recording their time once per day, which will automatically record the number of hours according to an employee's specific work schedule. In situations where exempt employees are required to work extra hours, the employee must record their time at the beginning and end of their shift to accrue compensatory time.

Employees are responsible for recording their time calling in to the KRONOS system. If there is no clock in or out as appropriate, a Leave Request or Time Adjustment must be submitted to account for the missing time. Employees may consult the SAS Quick Steps on the Logistics home page, Shared Administrative Services, for procedures on how to create and submit leave requests and time adjustments in My UTMB. Employees should use the paper Leave Request Form and/or the paper Daily Time Log in the case of a power outage or system down time. Employees may not approve their own time, electronic or paper. Employees should check their own time cards in KRONOS every pay period to ensure that time is recorded correctly.

Supervisors are responsible for checking their employees' time every pay period verifying employees' hours worked and leave taken by physical observation and comparison to time recorded in KRONOS. The supervisor is responsible for approving the Leave Request or Time Adjustment in My UTMB following the procedures in the SAS Quick Steps on the Logistics home page, Shared Administrative Services. The paper Leave Request Form and/or the paper Daily Time Log should be approved in the case of a power outage or system down time.

Overtime must be authorized in advance by the supervisor. Non-Exempt employees who work overtime without authorization must be paid for the time worked but will have disciplinary action taken if the behavior continues.

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Examples of when time adjustment forms must be completed:

- Forgot to clock in or out as appropriate
 - Clocked in more than seven (7) minutes before scheduled start time
 - Clocked out more than seven (7) minutes after scheduled end time
 - Used incorrect clock code
 - New / Transferred employee not yet loaded in KRONOS
 - UTMB phone system is down
 - Skipped lunch**
 - Took short lunch**
 - Took long lunch**
 - Left for non-UTMB business during shift**
 - Returned from non-UTMB business during shift**
- (**For employees that clock in and out only)

Consequences:

Employees will be subject to disciplinary action for any violation of UTMB or Logistics policy and procedures related to the KRONOS electronic time keeping system, including but not limited to:

- Recording time for another employee (falsification of electronic timecard)
- Repeated missed or incorrect clock in/out occurrences
- Unauthorized overtime, early departures, altered meal intervals

Missed or incorrect clocks, if not corrected by the end of the pay period, may result in an incorrect paycheck. Payroll will not issue an emergency check in this case.

The responsibility for coaching, issuing verbal or written reminders, decision making days and terminations is outlined in Logistics Policy 1.10 Disciplinary Process.

References:

UTMB Institutional Handbook of Operating Procedures:

- HR Policy 3.7.1 Attendance
- HR Policy 4.1.4 Time and Attendance Reporting
- HR Policy 3.10.1 Discipline and Dismissal