Kronos

Purpose

This document provides guidelines for using Kronos electronic time capture system. UTMB promotes fairness and uniformity in maintaining departmental attendance standards and records of all employees.

Audience

The information in this document is intended for all members of the Rehabilitation Services Department staff.

Policy

1. All Rehabilitation Services employees will use the Kronos system to record hours worked.

2. All non-exempt employees will use the Kronos system to clock in and out each day as directed by their Director/ Team Leader. The Director/Team Leader will designate the phone(s) to be used for Kronos in each area. Personnel using unauthorized phones to clock in or out may be subject to disciplinary action, up to and including termination. Personnel should clock in only on authorized phones.

3. All exempt employees will clock in with a code "7" each weekday unless they know that their set schedule is changing for that day. On weekends, all staff must clock in and out each day.

4. Knowingly clocking in or out for another person may result in automatic termination for any involved employees.

5. It is each non-exempt or non-programmed flex time employee's responsibility to clock in and out. If the employee fails to clock in or out, it is the responsibility of the employee to complete the appropriate documentation form (Time Adjustment Approval Request). Time not documented on the Kronos system will not be paid without appropriate signed documentation of time worked provided by the employee. If the employee fails to submit the appropriate signed documentation by the time entry payroll deadline, missed pay may not be addressed until next pay period.

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Policy (continued)

6. Time recorded on the Kronos system that is changed by the timekeeper must have the appropriate signed documentation from the employee and the Director/Team Leader. All documentation forms will be kept for a period of four years.
7. Employees are expected to clock in and out at the time designated by their Team Leader. Employees clocking in one minute after the designated time are considered tardy. Discipline for tardiness will follow the same process as the Performance Appraisal System. However, the employee will not be docked in pay for clocks that occur within 7 minutes of the time designated by their Team Leader. Employees may not clock in more than 7 minutes before/after the scheduled time without authorization by the Team Leader.
8. Any alteration in normal schedule must be authorized in advance by the Team Leader (this includes skipped lunches). They may obtain approval within 24 hours after isolated occurrences.

Procedure

How to Use the Kronos System:

- Dial 23333 or 33333 using designated telephone. If the phone rings more than 5 times, hang up and try again. If the phone continues to be unanswered, report the problem to HELP at 25200.
- Listen for time to be announced.
- Enter employee ID number followed by the " # " sign.
- Listen for the announcement to enter the clock code.
- Enter the appropriate clock code.
  - Employees clocking in and out:
    - #1 Phone in arrival
    - #9 Phone in departure time for the day
  - Other employees (exempt with regular schedules)
    - 7 Phone in daily
- Listen for confirmation message then hang up. NOTE: Do not hang up before hearing the "thank you for using" message to ensure time entered will be recorded.
- If an error is made before completing an entry, hang up or press the " * " sign twice.

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Additional Codes

Upon approval by the Team Leader, additional clock codes may be used. If applicable, appropriate documentation must be completed and submitted by the employee.

Clock Codes:

- 1 Clock in
- 2 Clock in on-call arrival
- 3 Meal - Out
- 4 Meal - In
- 5 Float
- 7 Exempt clock-in (once a day only)
- 62 Education
- 63 Orientation
- 69 End codes 62 and 63
- 87 Leave from premises
- 88 Return to premises
- 9 Clock out (always use when the shift ends)

Float to other areas: Employees who work in other clinics will be given float instructions to clock in/out by their time keeper.

Lunch Breaks

The Kronos system automatically deducts either 30 minutes or 60 minutes (based on job code or Team Leader direction) after 6 hours of work. Employees are expected to take their lunch breaks. Employees who work through lunch time must have prior approval of the Team Leader and must complete a Kronos Time Adjustment Approval Request. The Team Leader will review, and if deemed appropriate, make the adjustment in the Kronos system.

Overtime

All overtime must be authorized in advance by the Director/Team Leader (this includes skipped lunches). **Non-exempt employees who work overtime without authorization must be paid for the time worked** but will have disciplinary action taken if behavior continues.

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Sick, Vacation, Holiday Time

Employees must obtain approval from their Team Leader and complete a Leave Request for all scheduled and unscheduled leave time. Leave time will be entered into the system by the timekeeper/designee. Leave time will not be automatically given. It is the employee's responsibility to complete required documentation and obtain approval. If the employee does not complete the appropriate documentation and the time worked is less than 40 hours/week or 80/per pay period, the difference between the hours recorded through Kronos and the scheduled hours may be recorded as leave without pay.

It is the employee's responsibility to inform the supervisor regarding whether holidays worked should be paid or accrued for use within 12 months. Annually, employees will complete the Holiday Election Form and present it to their supervisors for authorization. Any changes to the manner in which employees wish to utilize holiday time must be made in writing on this form and approved by the supervisor.

Missed Clocks

It is the employee's responsibility to clock in and out as determined by the Team Leader, unless prior arrangements have been approved (i.e. school). If any employee fails to record a clock in, clock out (when appropriate), or any other Kronos activity, a Time Adjustment Approval Request must be completed by the employee and approved by the Team Leader. The timekeeper will then make the adjustment to the employee's time. Employees who consistently miss documenting their time in the Kronos system may be subject to the disciplinary process up to and including termination. For a full-time (40 hrs/wk) employee, disciplinary action will be taken as follows:

# Missed Clocks	Action
16	Verbal Warning
26	Written Warning
36	Suspension Without Pay
46	Termination

If the employee works less than 40 hrs/wk, disciplinary action will be prorated, depending on time worked.

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Missed Clocks (continued)

Employees working less than 40 hours per week will have the disciplinary process for the number of missed clocks adjusted to the percentage of a 40 hour week they work. For example, an individual working 20 hours per week will receive a verbal warning after 8 missed clocks (16 missed clocks x 0.5 [% of a 40 hour week worked] = 8 missed clocks) and will receive a written warning after 13 missed clocks (26 missed clocks x 0.5 [% of a 40 hour week worked] = 13 missed clocks).

Missed clocks are reviewed during the attendance year (the last eleven months of continuous UTMB employment plus the current month, "rolling twelve months").

Errors that occur in the Kronos system that result in clocks not being transferred to the payroll system will not be counted as missed clocks.

Kronos System Downtime Procedure

In the event of a power and/or telephone outage, and/or disaster, time will be recorded as directed by the Team Leader.

Approval of Time

Administrative Director will designate timekeepers to assist with entering time in Kronos. No employee will enter and approve their own time. All time must be approved by the Team Leader and/or timekeeper.