

UTMB Department of Rehabilitation Services 3.0 ADMINISTRATIVE 3.9.0 Kronos	3/97 - Effective 02/21 - Reviewed 02/2 - Revised
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# Kronos

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**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.

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

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- 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. Personnel should clock in only on authorized phones.
  3. All exempt employees will edit their own timecards and enter hours worked and float codes if indicated for that day.
  4. Knowingly clocking in or out for another person may result in automatic termination for any involved employees.
  5. If the employee fails to clock in or out, it is the responsibility of the employee to submit the missed punch request in Kronos asap. If the employee fails to submit the appropriate time off request or missed punch by the payroll deadline (self-approval by 12 noon) missed pay will not be addressed until the next pay period.
  6. Non-exempt employees are expected to clock in and out at the time designated by their Manager/Supervisor. Employees clocking in one minute after the designated time are considered tardy. However, the employee will not be docked in pay for clocks that occur within 7 minutes of the time designated by their Manager/Supervisor. Employees may not clock in more than 7 minutes before/after the scheduled time without authorization by the Manager/Supervisor.
  7. Any alteration in normal schedule must be authorized in advance by the Manager or Supervisor (this includes skipped lunches).
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**Partials and Tardy**

Please refer to the department guidelines for partials and Tardiness

**Lunch Breaks**

Employees are expected to take their lunch breaks as assigned. Employees who work through lunch time must have prior approval of the Manager or Supervisor and must complete a Kronos Time Adjustment Approval Request

**Overtime**

All overtime must be authorized in advance by the Director/Manager/Supervisor (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.

**Missing Clock in's/Time Adjustment**

Employees should record their clock in and out using designated work phone or computer.

When you have clocked in you have acknowledged that you are at your workstation and prepared to begin your assignment.

Cell phones are not an approved method for clocking in and out.

If you are working off site, you must obtain an approval from your manager for using an alternate method for clocking in and out.

Excessive unscheduled leave occurrences, tardiness and or missed clock ins may result in disciplinary action.

**Determining Rate of Attendance Events**

Attendance events are defined as those occurrences resulting in the employee being absent for a scheduled shift in an unexpected or unapproved manner, either for a portion of it or in its entirety. Missing clock transactions are also interpreted as an attendance event. Unscheduled leaves are managed according to IHOP 3.0.

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The Attendance events Rate is calculated by:

- Adding the Attendance events to get a total
- Locating the corresponding event rate percentage for the number of events and months on the following Chart for Calculating Attendance Event Rate

The attendance year is defined as a rolling 12-month period. Attendance events are excessive when the Attendance Events rate exceeds 50%. When the employee's attendance events rate exceeds 50%, the employee will receive a verbal reminder. Disciplinary action will progress for each additional occurrence that causes the Attendance Event Rate to exceed 50% during the attendance year.

**Chart for Calculating Attendance Event Rate**

Weighted Attendance Events	Number of Months in Attendance Year											
	1	2	3	4	5	6	7	8	9	10	11	12
0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
4-7	100%	50%	33%	25%	20%	17%	14%	13%	11%	10%	9%	8%
8-11	200%	100%	67%	50%	40%	33%	29%	25%	22%	20%	18%	17%
12-15	300%	150%	100%	75%	60%	50%	43%	38%	33%	30%	27%	25%
16-19	400%	200%	133%	100%	80%	67%	57%	50%	44%	40%	36%	33%
20-23	500%	250%	167%	125%	100%	84%	72%	63%	56%	50%	46%	42%
24-27	600%	300%	200%	150%	120%	100%	86%	75%	67%	60%	55%	50%
28-31	700%	350%	233%	175%	140%	117%	100%	88%	78%	70%	64%	58%
32-35	800%	400%	267%	200%	160%	134%	114%	100%	89%	80%	73%	66%
36-39	900%	450%	300%	225%	180%	150%	129%	113%	100%	90%	82%	75%
40-43	1000%	500%	333%	250%	200%	167%	143%	125%	111%	100%	91%	83%
44-47	1100%	550%	367%	275%	220%	184%	157%	138%	122%	110%	100%	91%
48 or >	1200%	600%	400%	300%	240%	200%	172%	150%	133%	120%	109%	100%

**Attendance Events 0-50% - Satisfactory**  
**Attendance Events Greater than 50% - Unsatisfactory**

**Non-compliance**

- Employees not achieving the UTMB attendance standards are subject to disciplinary action which may include termination.
- Employees reporting to work after the established starting time are subject to having his/her pay docked and disciplinary action which may include termination.
- Employees failing to obtain supervisory approval for absences are subject to having his/her pay docked and disciplinary action which may include termination.
- Non-compliance with attendance policies may negatively affect performance evaluation and/or eligibility for merit increases.

**References**

IHOP Policy 3.1.5 Attendance, and unscheduled leave grid  
 IHOP Policy 4.1.2 Employee Timecard Management