Campus KRONOS Timekeeping: Additional Information for Managers

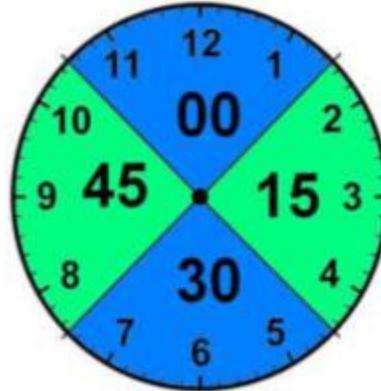Below is additional information on the KRONOS system functionality:

- Each work time punch (badge) in or out is rounded up or down to the nearest quarter hour within 7 minutes. The following is a guide for determining the round:

  7:53 a.m. to 8:07 a.m. = 8:00 a.m.

  8:08 a.m. to 8:22 a.m. = 8:15 a.m.

  8:23 a.m. to 8:37 a.m. = 8:30 a.m.

  8:38 a.m. to 8:52 a.m. = 8:45 a.m.

- Employees must punch (badge) out/in for meal breaks. If an employee does not punch (badge) out/in, the system will automatically deduct 30 minutes after an employee has worked at least eight hours and thirty minutes. If an employee works through a meal, the employee must provide this information to their supervisor or department/unit head who will then manually adjust the time reported for the day. After managers' KRONOS training (which begins August 7, 2016), managers will be able to edit the meal deduction in the KRONOS system.

- If an employee forgets to punch (badge) out for the day, the system will consider any punch (badge) after a 16-hour time period to be the start of a new shift.

- If an employee punches (badges) out, e.g., for a doctor appointment and is away from work for more than an normal lunch period, there is a 5-hour break rule that will allow the employee to punch (badge) back in within a 5-hour period without considering the punch a missed punch.

- Next week, Financial Affairs will begin reaching out to Schools/VP organizations to discuss the Manager licenses and providing some campus wide reporting.