

Campus KRONOS Timekeeping: Key Points to Remember

In order to help you become accustomed to punching (badging) in and out of the new KRONOS time and attendance system, you will be able to track your actual hours worked in KRONOS, then enter your hours in TEL for processing.

Beginning July 10, 2016, until further notice, you will need to:

1. Track your actual hours worked in KRONOS.
2. Provide a printed copy of your time from KRONOS to your supervisor or TEL approver.
3. Log actual hours worked and benefit time into TEL.

Until further notice, you will continue to be paid based on the data in TEL, so it is important to make certain all hours worked are submitted and approved in TEL by the normal payroll deadlines.

REMEMBER:

- You will need to punch (badge) in at the beginning of the workday/shift and punch (badge) out at the end of the workday/shift. In general, you should punch (badge) in and out within seven minutes of your shift.
- Before you leave for the day, you should punch (badge) out.
- You should also punch (badge) in and out for lunch.
- You should not work before or after your scheduled times unless you receive prior authorization by your supervisor or manager.
- You may be asked by your supervisor to modify your work schedule during a work week so your work hours do not exceed 40.
- The University generally provides the opportunity for an uninterrupted, unpaid meal period of no less than 30 minutes. The actual time and length of the meal period will be scheduled by the supervisor. Meal periods are considered personal time, and employees are encouraged to leave the immediate work area in order to eat and relax. Time spent during the meal period is not considered work time for pay purposes. Prior authorization is required before working during a meal period. If you work during your meal period, this time should be counted as work hours.
- Work breaks are not mandated by the FLSA; however, at UAB, work breaks are allowed with supervisor approval, but they are not guaranteed. Where work breaks are allowed, they are limited to two 15-minute breaks per shift.
- Work breaks may not be accumulated to allow employees to leave work early or used to extend or replace a lunch period. Employees should be aware that taking a work break depends upon the department involved and whether normal work can be continued while employees take breaks.
- Use of benefit accrual time (vacation, sick and personal holidays) must continue to be documented in TEL until further notice.
- You should not punch (badge) in or out for another employee or have another employee punch (badge) in or out for you. Doing this can result in disciplinary action, including termination of employment.
- If you fail to punch (badge) in or out, you should document the time and contact your supervisor or manager as soon as possible for to make sure your time is recorded accurately. If your unit utilizes a KRONOS timeclock and you lose your ONECard and cannot badge in, you should contact your supervisor or manager as soon as possible.
- It is important that you punch (badge) in and out and enter your time accurately to ensure you are paid properly.
- If there are any questions about using KRONOS, you should contact your supervisor or go to www.uab.edu/timekeeping.