

Kronos – entering time for Snow/Essential

This is a job aid for entering time, when the campus closes due to snow, and the employee is working on snow removal. There are scenarios under each type of snow closure. Make sure to use the correct scenario when entering time. Throughout this job aid, please note that you should pick the work rule for transfers that is for your department by verifying the prefix:

Aux_Lib = Auxiliary Enterprises and Dubois Library

PPlant = Physical Plant

SATS = Student Affairs

NOTE: If the employee is considered essential, but not dealing with snow, the employee should replace using the Snow work rule with the Essential rule for the appropriate union in each of these scenarios:

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Scenario 1 – Campus is closed and Employee does not work

1. Do not enter time swipes, for the day
2. Do not enter any snow transfers

Scenario 2 – Employee works their scheduled shift and the campus closure covers the whole shift

1. Time swipes should reflect the hours employee was working
2. Add a 'Transfer' for the hours worked
 - a. Select the drop-down arrow, in the Transfer field, between the two punches, and choose Search



HINT: if you had already select the rule for another day or employee, it will actually be one of the first in the drop down to select

- b. Go to the Work Rule list and select the Snow rule for the correct department and employee union

Transfer

Name Anton, Kamal B
 Job
 Labor Account
 Work Rule

Job Transfer | Labor Account | **Work Rule**

Add Work Rule Clear All

Search List

- Aux_Lib AFSCME Essential
- Aux_Lib AFSCME Event
- Aux_Lib AFSCME HOL RDO&OVP
- Aux_Lib AFSCME Snow**
- Aux_Lib AFSCME Snow Comp
- Aux_Lib Non Unit Class 30
- Aux_Lib Non Unit Class 30 Cll Bk
- Aux_Lib Non Unit Class 30 Comp
- Aux_Lib Non Unit Class 30 Snow
- Aux_Lib Non Unit Class 60

Cancel **Apply**

- c. Click Apply – timecard entry should look like below

	7:00AM	;/Aux_Lib AFSCME Snow	3:00PM
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- d. Save the timecard – totals calculate at the bottom

Account	Pay Code	Amount
...961900/A107009/12X19/10185365/1/10101806/-	REG	8.00
...961900/A107009/12X19/10185365/1/10101806/-	SNO	8.00

Scenario 3 – Employee works their scheduled shift and the campus has delayed opening

1. Time swipes should reflect the hours employee was working

In	Transfer	Out	In	Transfer	Out
7:00AM		3:00PM			

2. Add a 'Transfer' for the hours worked as snow and a transfer back to regular time

**In this scenario, you have to tell Kronos when it was snow and when it was regular AFSCME time or Kronos will continue to count all hours toward snow.

- a. Select the drop-down arrow in the Transfer field next to the first In punch, and choose Search
 - i. Go to the Work Rule list and select the Snow rule for the correct employee union and hit Apply
- b. Delete the out punch and add an In punch for when campus opened
- c. Select the drop down arrow, in the Transfer field, next to the second in punch and choose Search
 - i. Go to the Work Rule list and select the *regular* work rule for the correct employee union and hit Apply
- d. Add the Out punch
 - i. Timecard should look like:

In	Transfer	Out	In	Transfer	Out
7:00AM	::Aux_Lib AFSCME Snow		10:00AM	::Aux_Lib AFSCME	3:00PM

- e. Click Save and the first Out punch will automatically appear

In	Transfer	Out	In	Transfer	Out
7:00AM	::Aux_Lib AFSCME Snow	10:00AM	10:00AM	::Aux_Lib AFSCME	3:00PM

- f. Totals will calculate

Account	Pay Code	Amount
...07009/12X19/10185365/1/10101806/-	REG	8.00
...07009/12X19/10185365/1/10101806/-	SNO	3.00

NOTE: if you do not add the transfer back to regular time, Kronos will treat the first out punch as a missing punch (see below)

In	Transfer	Out	In	Transfer	Out
7:00AM	::Aux_Lib AFSCME Snow				
10:00AM		3:00PM			

This may happen if you save or if the timecard happens to total. If this occurs, delete the second line, start at 2.b

Scenario 4 – Campus closes early and employee works their scheduled shift

1. Time swipes should reflect the hours employee was working

In	Transfer	Out	In	Transfer	Out
7:00AM		3:00PM			

2. Add a 'Transfer' for the hours worked as snow
 - a. Delete the Out punch and add the In punch for when campus closed and the Out punch for end of the employee's shift
 - b. Select the drop-down arrow in the Transfer field next to the first In punch, and choose Search
 - i. Go to the Work Rule list and select the Snow rule for the correct employee union and hit Apply
 - c. Add the Out punch. When you tab off, the first Out will automatically appear
 - i. Timecard should look like:

In	Transfer	Out	In	Transfer	Out
7:00AM		1:00PM	1:00PM	...ix_Lib AFSCME Snow	3:00PM

- d. Click Save
- e. Totals will calculate

Account	Pay Code	Amount
A961900/A107009/12X19/10185365/1/10101806/-	REG	8.00
A961900/A107009/12X19/10185365/1/10101806/-	SNO	2.00

Scenario 5 – Non-snow/non-essential personnel

5a Delayed opening

- Because of how HR Direct processes time it is necessary to set the employee's In punch to be for the beginning of their scheduled shift
 - Update the In punch to reflect the regular shift start and leave a comment that campus delayed opening

5b Early Closure

- Because of how HR Direct processes time it is necessary to set the employee's Out punch to be for the end of their scheduled shift
 - Update the Out punch to reflect the regular shift end and leave a comment that campus delayed opening