



Mobile County Public Schools Division of Human Resources



P.O. Box 180069 • Mobile, Alabama 36618 • (251) 221-4000

EMPLOYEE INFORMATION

APPROVED: JULY 28, 2009

KRONOS AND PAYROLL OPERATING GUIDELINES:

ALL EMPLOYEES:

- All employees are **required** to maintain attendance by using Kronos.
- All employees are required to take a 30-minute meal for each worked shift.
- A six minute delay is configured on the Kronos terminal before and after start/end time.
- All employees are accountable for days worked as listed in the payroll calendar. Unsupported days will be docked according to service report. Complete Kronos Individual Time Record form (HR4500A) for missed or rejected punches **each week** and return to timekeeper for entry into Kronos. Provide system error code and/or explanation of missed punched. If you have a missed punch or punched incorrectly, you must complete HR-4500A form with the correct start/end time and justification for change. The HR-4500As should be completed and signed by the employee, not the clerk, and approved by the principal, department head, or supervisor.
- Complete Kronos Individual Time Record form (HR4500A) when reporting to or leaving sites without a Kronos terminal. Punch in/out where a terminal is available. Return completed form each week to timekeeper.
- Complete HR124 (if applicable) each week. Provide the 27-digit account number for professional development when necessary.
- All applicable forms (HR4500A, HR124, etc) **MUST** be submitted to the timekeeper and/or bookkeeper by **Tuesday** of each week. Missed punches, incorrect punches, absences not reported in Absence Management (Aesop) and not corrected by the above procedures will be submitted to payroll as unpaid days and unsupported days will be docked according to service report. Approved corrections will be paid on the next regular pay period.
- Report all absences in Absence Management (Aesop). Each day's absence from work must be reported in Absence Management (Aesop). If you cannot get through to report an absence in Absence Management (Aesop), you must complete HR-4500A form with the date and type of absence. The HR-4500As should be completed and signed by the employee, not the clerk, and approved by the principal, department head, or supervisor. You must also submit a completed HR-124 form along with the HR-4500A, if applicable.
- When leave is depleted and not available, the employee's leave will be unpaid.
- All substitutes (including interims) must be validated and reported in Absence Management (Aesop) prior to the job assignment. Substitutes are automatically updated in Kronos if entered correctly in Absence Management (Aesop). Substitutes are required to be scheduled in Absence Management (Aesop) to receive pay as indicated on the Kronos service report.
- Current leave balance will be maintained in Absence Management (Aesop). Contact HR System Support at 221-4580 for discrepancies.
- All employees can review their own time card in Kronos. User name and password is required to view timecard.
 - Network Access
 - ✓ **User Name and Password** – same as network logon/password
 - No Network Access:
 - ✓ **User Name:** First and Last initials + Employee Number
 - ✓ **Password:** default is "kronos"
 - Contact the timekeeper if there is a discrepancy on the time card.

KRONOS AND PAYROLL OPERATING GUIDELINES:

- Absences reported in Absence Management (Aesop) will automatically update Kronos with leave taken.
- All substitutes must be entered in Absence Management (Aesop) for accurate reporting to payroll and Kronos.
- Ensure each day worked or absence is accounted for in Kronos for payroll processing. Total days and/or hours required for the pay period must balance according to the payroll calendar. Pay will be docked for days not worked in the pay period.
- Failure to follow procedures for maintaining attendance may result in disciplinary action up to and including termination.

SPECIFIC GUIDELINES FOR EXEMPT AND NON-EXEMPT PERSONNEL

Exempt personnel: administrators, managers, teachers, superintendents, etc.

- **Exempt** employees will punch-in at a Kronos terminal **daily** when reporting to work. (Including weekends if applicable). One entry required for full day attendance.
- **Exempt** employees will punch out when leaving for a half day. Two entries required if working a half day.
- **Exempt** employees **will not** punch for meals.
- **Exempt** employees are not eligible for overtime.
- Itinerant teachers may have access to multiple schools upon approval from supervisor.

Non-Exempt personnel: clerks, custodians, cafeteria personnel, paraprofessionals, bus drivers, aides, maintenance, etc.

- **Non-exempt** employees will punch in/out at a Kronos terminal **daily** when reporting to work and leaving for the day (including weekends if applicable).
- **Non-exempt** employees **must** punch for lunch.
 - **Short Meal** – a punched meal of less than 30 minutes will round to 30 minutes. For example: an employee punches for his meal for 21 minutes, it would be considered a 30-minute meal.
 - **Medium Meal** – a punched meal between 30 minutes and 1 hr will round to 30 minutes. For example: an employee punches for his meal for 45 minutes, it would be considered a 30-minute meal.
 - **Long Meal** – a punched meal of over 1 hour will include 30 minutes paid and will not round. For example: an employee punches for his meal for 1 hour and 15 minutes, it would be considered a 45-minute meal.
- Non-exempt employees must work assigned hours each week, not unless leave is taken for time off from work.

GUIDELINES FOR MAINTAINING ATTENDANCE IF ABSENCE FROM WORK LESS THAN A HALF DAY

- **Exempt:** For each four hour period, if the employee is off work for **over** two hours, then 1/2 day will be deducted with paid leave or it will be unpaid.
 - An **exception** to this could be office staff coming in late and then working late for a full four hour period. If leave for this period of missed work has been appropriately approved with an HR-124, then paid leave will be applied, otherwise it will be unpaid.
 - If the employee misses more than six hours work for one eight hour work day (five hours for a 7 1/2 hour work day), then a full day will be deducted or leave applied as indicated above.

KRONOS AND PAYROLL OPERATING GUIDELINES:

- **Non-exempt:** Leave or unpaid time will be as actual missed work. If leave for this period of missed work has been appropriately approved with an HR-124, then paid leave will be applied, otherwise it will be unpaid.
 - Absences are required to be approved by a HR-124 and input into the Absence Management (Aesop) system. If not approved by a HR-124, then it will be unpaid.
 - Day to day sick leave is not required to be approved on a HR-124. The employee must report the sick leave in Absence Management (Aesop).

CORRECTING LEAVE CHANGES IN PAYROLL

- Leave submitted to payroll will be processed according to the service report.
- Corrections will not be made after 30 days. The principal, department head, or supervisor must send a request in writing to the Payroll Supervisor within the 30-day period asking that their service report be changed. The memo must state the reasons for this request including a copy of the timecard and leave form.
- Approved corrections will be processed on the next regular pay day.
- It is the EMPLOYEE'S responsibility to submit an HR-124 form for AVAILABLE leave. Adjustments will not be made when an employee requests leave that is not available. The HR-124s should be completed and signed by the employee, not the clerk, and approved by the principal, department head, or supervisor.
- All applicable leave forms **MUST** be submitted each week in order for the employee to use the leave requested.