

KRONOS FREQUENTLY ASKED QUESTIONS

Why has Tulane adopted Kronos?

The decision to adopt an automated timekeeping system like Kronos was driven by two imperatives: (1) we need to reduce costs and (2) we are in an increasingly sensitive regulatory environment and must comply with federal labor laws. Kronos is expected to yield a return on investment in less than five years and, at the same time, ensure that Tulane employees are paid in accordance with the Fair Labor Standards Act.

I was not informed about this change until very recently. Why have I been kept in the dark?

The decision to adopt Kronos was announced to Deans, Directors and Department heads via email on April 9, 2013. Since April, nine presentations to campus groups and 15 town hall meetings have been announced and conducted. Feedback from faculty members indicates that we are not reaching some of you effectively. We welcome your suggestions on how to improve our communications.

My grant was written based on the same financial assumptions that I have made in the past. Now my grant funding may fall short because of this change.

Federal grant funding requires compliance with federal laws and regulations. Compliance with federal laws and regulations has always been an expectation at Tulane.

My research involves laboratory experiments. It will be impossible for my employees to work a regular schedule when they often need to work extended hours to complete their assignments.

Kronos neither prevents your employees from working flexible schedules nor requires them to discontinue working at the end of their regularly assigned work shift. An employee can work longer hours one day and shorter hours another day during the same work week. Supervisors can still exercise flexibility in defining employee work schedules to mitigate overtime costs, as referenced in the Staff Handbook. A schedule change will not be necessary in Kronos for these flexible work week hours. If it is not possible to balance longer work days with shorter ones, the outcome may be that departments will have to compensate their nonexempt employees overtime. Overtime must be paid for all time worked beyond the employee's regular work schedule of 37.5 or 40 hours.

How were the Timekeepers chosen? My administrator already has too much to do. He/she cannot take on this extra responsibility.

In most cases, Timekeepers are the same individuals who now manage paper timesheets for the department. Since all of the maintenance is done on the computer, the effort is not expected to exceed current timekeeping demands and in most cases will reduce the effort.

My employees work in several different buildings, depending on their assignment. How will they be able to log in to Kronos every day when they are away from their home department?

Employees will have the ability to log in and out of Kronos from any computer or time clock on campus. If employees' work takes them off campus, employees can log in and out of Kronos from any computer that can access Gibson Online.

Who are non-exempt employees?

Non-exempt employees are in positions in which they are eligible to earn overtime. These employees are paid for all time worked and are required to record in and out time throughout the day. Any hours worked beyond regularly scheduled hours in a single work week (37.5 or 40) must be approved in advance by the employee's supervisor. If an employee works beyond regularly scheduled hours in a single work week, overtime will be paid. If an employee works beyond regularly scheduled hours without the supervisor's permission, the employee must still be compensated; but disciplinary action may also be taken.

Who are exempt employees?

Exempt employees are in positions in which they are not eligible for overtime. Exempt employees record their exception time (sick, vacation, etc.) every month.

How can I get my staff members reclassified so they do not have to use Kronos to log in and out each day?

Positions held by employees are classified as being either exempt from the Fair Labor Standards Act (not protected by the legislation) or nonexempt (protected by the legislation) based on a number of criteria to include compensation paid and actual job duties performed. A great deal of research is conducted, including consultation with outside counsel, in determining the classification of a job. The implementation of Kronos has no bearing on the FLSA status of a position. As such, there is no plan to reclassify jobs based on the introduction of Kronos.