

**KRONOS FREQUENTLY ASKED QUESTIONS FOR MANAGERS
PREPARED BY WORKFORCE MANAGEMENT
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These FAQs are arranged according to the following topics:

- 1. Classification of Employees**
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If you have additional questions not covered by this document, please contact Julio Diaz by email at jediaz@tulane.edu or by phone at (504) 247-1745.

Classification of Employees

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

Employees are classified according to their job duties and how they measure up against the Fair Labor Standards Act. In some cases, such as lab technician job classifications, a great deal of research has been done, including consultation with outside counsel, in order to determine the classification of the job. The Compensation Department of Workforce Management oversees job classification.

Exempt v. Non-Exempt

Who are non-exempt employees?

Non-exempt employees are in positions in which they are eligible to earn overtime. These employees are paid for every hour worked and are required to record in and out time throughout the day. Any hours worked beyond regularly scheduled hours (37.5 or 40) must be approved in advance by the supervisor. If an employee works beyond regularly scheduled hours, overtime will be paid. If an employee works beyond regularly scheduled hours without the supervisor's permission, disciplinary action may 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 to Log In

Will my employees record their time at a time clock or on a computer?

Employees who work at a computer will record their time on their computers. Time clocks will be provided to employees who do not work at computers.

Where will time clocks be located?

Location of time clocks will be posted on the WFMO website prior to July 26. You will be notified when these locations are posted.

Can more than one person record their time on the same computer?

Yes. Since employees will use their own unique identifier to record their time, they can share the same computer to log in and log out.

How will my employees know exactly how to clock in?

All non-exempt employees will receive log-in instructions via campus mail before Kronos goes live on July 26. These instructions will include pictures of the computer screen or the time clock showing exactly what to do.

Can my employees log in from home?

Kronos is accessible from any computer through Gibson Online. This option is to support Tulane employees who work in the field or at remote locations outside of Tulane. Employees whose duties are on campus are expected to work on campus and should not log in from an off campus location.

Will my employees use a special code when the log in to Kronos?

Your employees will use their Tulane email credentials to log into Kronos from a computer. They will use their Splash Cards to log in to a time clock.

Java Issues

Will the Java issues in Kronos be resolved by July 26?

Technology Services is working to resolve the Java issues before we go live with Kronos on July 26.

Log In / Log Out

If my employees log in even one minute later than their schedule, will Kronos show an exception?

Kronos will not show an exception until the employee has logged in more than three minutes after the start of their schedule.

How do we capture time for employees working special events where they are not at a computer to log in and out? How do they get credit for those hours worked?

Employees will complete a Time Correction Form, have it signed by the manager and turn it in to the Timekeeper to record their time.

Where can I get a copy of the Time Correction Form?

The Time Correction Form will be available on the WFMO website before July 26. You will be notified when this form is posted.

Do non-exempt employees log in and out for things like doctor's appointments?

Yes. When an employee leaves work for any non-business reason, he/she should log out of Kronos.

Will employees be able to print reports of their own time?

Yes. Employees can also see their hours worked for the current time period when the log in to Kronos each day.

Will Kronos automatically deduct my employees' lunches even though they work through lunch?

Yes, though this only applies to non-exempt employees. Non-exempt employees are required to log out and back in after lunch. If an employee works through lunch, a Time Correction Form will have to be completed for the manager's approval in order to override the automatic lunch deduction.

Do employees record their in and out time if they are on official business off campus during the work period?

If a non-exempt employee is working off campus, the employee would complete an Exception Form to record the hours worked.

How many times can an employee clock in and out within one day's work period?

An employee can log in and out as many times as necessary.

Overtime

Will Kronos prevent non-exempt employees from working more than their regular hours (37.5 or 40) per week?

Kronos will not prevent employees from working more than their regular hours.

What happens to unapproved overtime?

Employees will be compensated for every hour worked, including unapproved overtime. It is up to the manager to enforce the requirement that all overtime must be approved by the manager in advance.

Will Kronos keep a running tab of my employees' hours?

Yes, you can see your employee's hours worked at any time.

Will Kronos send out a notification when an employee is getting close to overtime?

Managers will automatically receive a report every Wednesday during the pay period. If an employee is nearing overtime, the manager should check that employee's time daily.

Some of my non-exempt employees often work through lunch. Will this result in overtime?

Overtime is paid for every hour worked in excess of the regular work schedule (37.5 or 40 hours).

Tardy Rules

Will there be a new set of standards under Kronos for attendance and tardies?

The current standards of attendance will not change in the Kronos system

Timekeepers

How were timekeepers chosen?

Each department's headcount was taken into consideration when determining the number of timekeepers to be assigned. Consideration was also given to those employees who already have experience in collecting and turning timesheets in to Payroll.

Who will approve the timekeepers' time?

Payroll will approve timekeepers' time and enter exceptions for them as needed.

How are the timekeepers trained?

Workforce Management has invited timekeepers to attend instructor-led training that is being offered from Tuesday, July 2 through Thursday, July 25.

Schedules

How will my employees' schedules be entered into Kronos?

Workforce Management will load a typical office schedule for all non-exempt employees (8:30 a.m. to 5:00 p.m.). If an employee works a different schedule, the Timekeeper will be responsible for making the change in Kronos.

How will compensatory time be handled in Kronos?

Tulane does not allow for compensatory time. Non-exempt employees should be paid for every hour worked; they are not compensated by having time off in a different work week.

How will an employee who has a doctor's appointment get permission from the supervisor to be off work?

The employee will follow the department's guidelines. An exception Form will need to be completed to record sick time when the employee returns to work.