November 9, 2015

Kronos Automatic Lunch Deduction Coming!

Kronos Supervisors & Non-Exempt employees,

Starting with the pay period beginning 11/15/15, lunch will be automatically deducted from non-exempt employees’ timesheets based on their normal work schedule (e.g., 30-minute or 1-hour lunch). This means that non-exempt employees will no longer need to clock in and out at lunch. Employees will still have the option of clocking in and out for lunch if the planned lunch break will be for an amount of time that is different from their scheduled break.

Benefits:

- Reduce required clocks in/out while still allowing for schedule variability
- Minimize change requests for forgotten punches
- Eliminate lost productivity for employees traveling to get to clocks at the lunch break
- Lessen complexity related to understanding rounding rules

More information will be distributed soon regarding how breaks will appear on the timesheet and how to handle exceptions.

Direct questions to KronosTime@uncc.edu or visit our FAQ site. Thank you for continuing to take the time to provide feedback and help us improve our services.

The Kronos Implementation Team