Reminder: Kronos Automatic Lunch Deduction Begins November 15!

November 12, 2015

Dear Kronos Supervisors & Non-Exempt employees,

The Kronos automatic lunch deduction enhancement for non-exempt employees is scheduled to begin on Sunday, November 15!

What will happen?

● A lunch break will be automatically deducted from non-exempt employees’ timesheets based on their normal work schedule (e.g., 30-minute or 1-hour lunch).
● Employees will still be able to clock in and out for lunch if the planned break will be different from their scheduled break.

Benefits:

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

Where can I get help to get started?:

● For steps on how to view/update your employees’ normal work schedules in Kronos, reference the Kronos Users Guide for Supervisors (Log into Kronos and go to Our Company > Documents).
● Here are a few key FAQs about the change, which can be found atfaq.uncc.edu:
  ○ What does the automatic lunch deduction look like in Kronos?
  ○ How do I override my automatic lunch deduction in Kronos?
  ○ How do I delete my employee’s automatic lunch deduction in Kronos if they were unable to take a lunch break?

Support is available!

● Email questions to KronosTime@uncc.edu.

We understand this is a big change. Thank you for your patience as we commit to making this transition as smooth as possible for all!

The Kronos Implementation Team