Kronos Configuration Change for Non-Exempt Employee Timesheets

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Dear Kronos users,

To help address processing issues related to approved timesheets submitted to Payroll with incomplete hours (less than 40 per week), a system change will be enabled in Kronos to assign leave for unaccounted hours based on a hierarchy.

When?
- Change will occur on February 1st.
- Once the system change is made (on 2/1), the unassigned hours rule will be applied to any and all open timesheets (including the timesheet for the week of 1/24-1/30 and any timesheets opened for prior period corrections).

Who’s impacted?
- Full-time, non-exempt employees who submit time in Kronos biweekly.
- Employees not affected: Police and Public Safety employees on a four-week pay period and part-time employees.

Why?
- All time must be accounted for on a 40-hour per week basis (prorated for part-time employees). Timesheets submitted to Payroll with fewer than 40 hours per workweek accounted for indicate that the employee, supervisor, and Departmental Timekeeper have missed adding a Time Off Request for the week.
- This new “unassigned leave” functionality will allow these timesheets to be resolved systematically, resulting in a more efficient process and helping to avoid payroll errors and delays.

What will happen?
- If a timesheet has fewer than 40 and more than 34 hours accounted for in a week, Kronos will automatically assign a leave category for these “missing” hours based on available leave, taken in this order (“hierarchy”):
  - COMPGAP > COMPREG > VACATION > BONREG
  - The system will only pull from the leave buckets if the hours have been accrued (not if they have been earned but not yet accrued in Kronos).
- Once this change is in effect, you will be able to view the automatic assignment of leave hours in the “Summary by Day” or “Calc Detail” view of the Timesheet (it will not appear as an entry in the “Timesheet” view).
- Leave will be assigned as soon as the employee has accounted for 34 hours during the week, even if their timesheet hasn’t been reviewed or submitted for approval.
If work time is recorded and/or a Time Off Request is subsequently submitted/approved to total 40 hours, this will replace the unassigned leave (the automatically assigned hours will be removed).

- Employees must continue to request time off in advance.

**Where can I get help?:**

- Visit the Kronos Timekeeping Project [website](#) to access the Kronos leave offsetting policy calculator and examples.
- Unassigned leave [FAQ](#)
- Direct any questions and feedback to KronosTime@uncc.edu

The Kronos Implementation Team