

Presentation Details:

Slides: 16

Description:

Time and Attendance

- This training teaches you about the basics of time and attendance. Click on a tab to learn more about each module.



Module 1 - Workweek

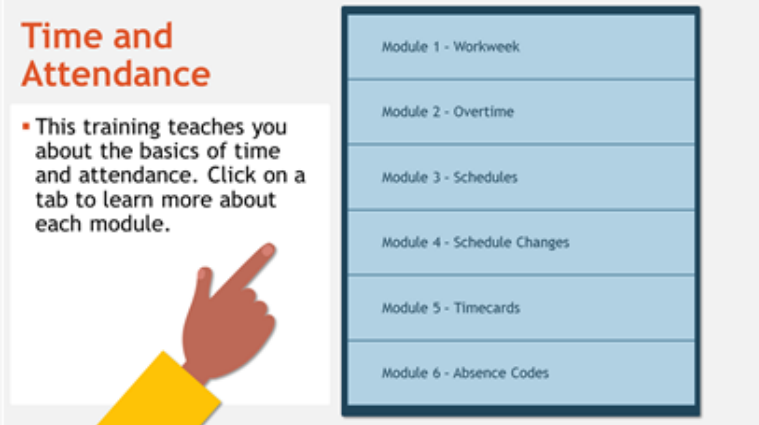
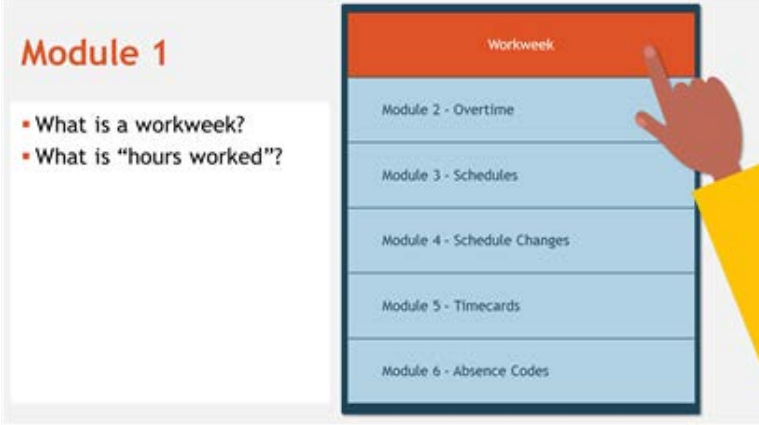
Module 2 - Overtime

Module 3 - Schedules

Module 4 - Schedule Changes

Module 5 - Timecards

Module 6 - Absence Codes

<p>Slide 1 Time and Attendance Duration: 00:00:05 Advance mode: By user</p>		<p>Notes:</p>
<p>Slide 2 Module 1 Duration: 00:00:05 Advance mode: By user</p>		<p>Notes:</p> <ul style="list-style-type: none"> • The workweek for the City of Houston is Saturday through Friday. • “Hours worked” is defined as all hours actually on duty, all hours on a council declared holiday and all hours of paid leave except HOPE Leave Pool usage. • For non-exempt employees, work hours can not be averaged across both weeks in the pay period. Each week is evaluated separately to determine whether overtime is warranted.

Slide 3

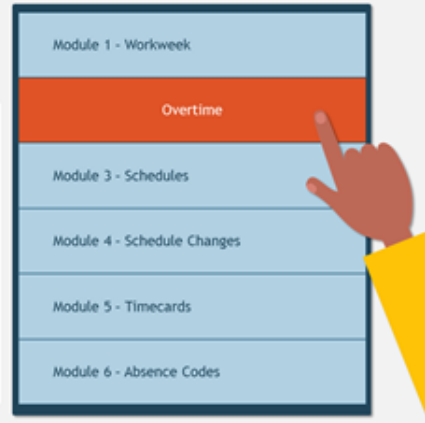
Module 2

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Module 2

- Entitlements
- Compensation
- How is compensation determined?
- "Off the Clock"...not an option!



Notes:

- Non-exempt employees are entitled to overtime compensation for all hours worked during the workweek in excess of 40 hours.
- Overtime compensation can be in the form of pay or compensatory time and is at department director's discretion.
- Compensation for pay or time in Kronos is set by the employee's work rule.
- Permitting an employee to work "off the clock" is absolutely forbidden. An employee should not answer phones, read or respond to emails, organize work space or do any other function while off the clock. To permit an employee to work off the clock is a violation of the Fair Labor Standards Act (29 U.S.C. Chapter 8) and supervisors must not allow employees to violate this rule.

Slide 4

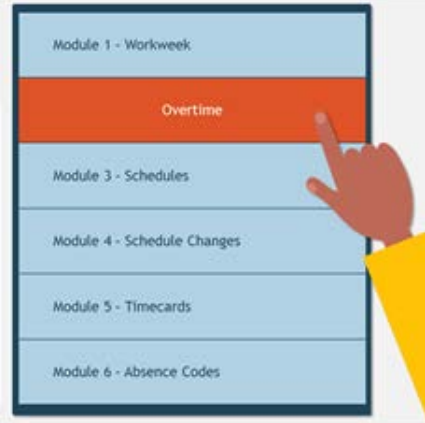
Module 2

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Module 2

- Transfer column
- Work rules



Notes:

- If a non-exempt employee should be paid overtime during the workweek, the transfer column of every day with a punch must reflect a work rule that indicates OT for overtime (e.g. COH NE OT DAY 60).
- If a non-exempt employee should receive comp time during the workweek, the transfer column of every day with a punch must reflect a work rule that indicates CT for comp time (e.g. COH NE CT DAY 60).
- Work rules are automatically loaded into the employee's timecard from the schedule. Please contact Payroll Services for assistance in establishing the appropriate default work rule.
- If an employee works on a regularly scheduled day off, a work rule must be added to the schedule or timecard for the appropriate compensation indicating either OT or CT as appropriate because there is no default work rule on a regularly scheduled day off.

Slide 5

Module 3

Duration: 00:00:05

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Module 3

- Employee's schedule
- Work rules...not again
- Lunch breaks



Notes:

- An employee's schedule should reflect the employee's actual days and hours worked.
- A non-exempt employee's schedule should contain the appropriate work rule reflecting whether the employee should receive pay (OT) or comp time (CT) for hours worked in excess of 40 and a designation as to whether the employee takes 30 or 60 minutes for lunch.
- Exempt employees default to a 60 minute lunch. To modify this to a 30 minute lunch the employee's work rule should reflect COH EX 30.

Slide 6

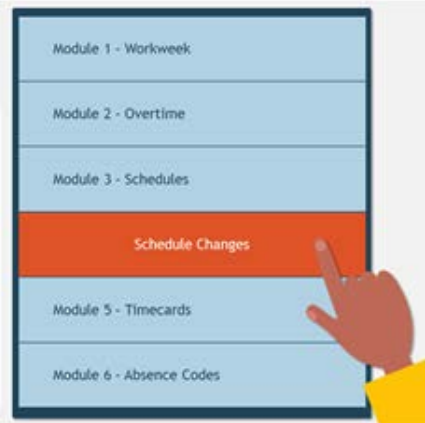
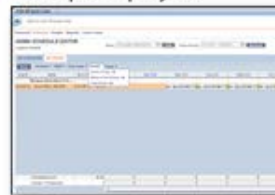
Module 4

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Module 4

- Schedule group
- Non-exempt employees
- Exempt employees

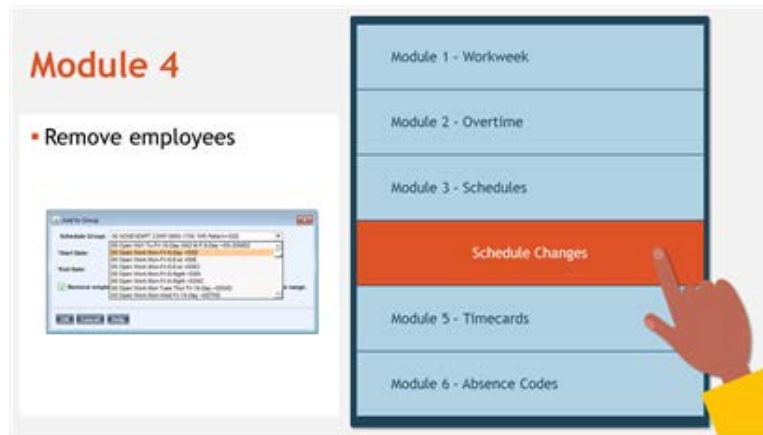


Notes:

- Exempt employees who modify the number of hours in their work day or change their shift or days off must be added to the appropriate schedule group so the schedule change is transmitted to SAP.
- Non-Exempt employees should NEVER be added to a group.
- To add exempt employees to a group you must be in their schedule and click on Group and Add to Group.

Slide 7 Module 4

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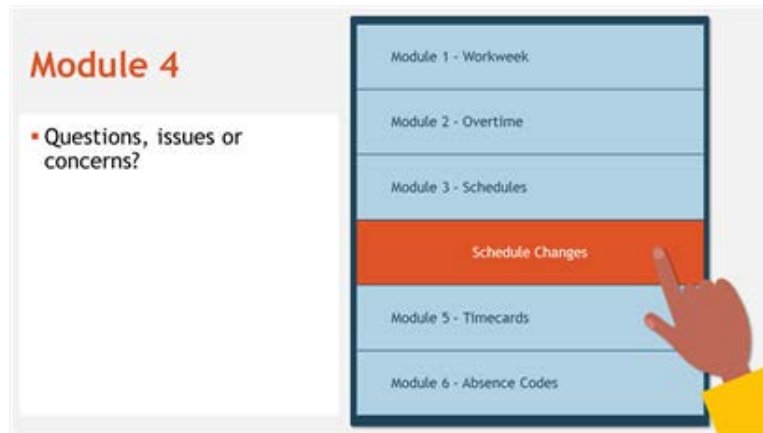


Notes:

- From the displayed dialogue box you then choose the appropriate group. Make sure the “Remove employees from other groups” is always checked. Click OK.

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Notes:

- Any questions or issues with this procedure should be directed to Payroll Services. A list of the groups and their descriptions can be found at <place link here>.
- Payroll Services should ALWAYS be notified of all municipal exempt employee schedule changes to ensure employment terms and other required fields can be properly updated.

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Module 5

Duration: 00:00:05

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Module 5

- Responsibility
 - Direct reports
 - Non-exempt employees
 - Exempt employee
- Timeclocks



Notes:

- Direct Reports should be instructed to review their own timecards on a regular basis to ensure they are correct and should report any discrepancies to their supervisor immediately.
- Non-exempt employees' timecards should be reviewed daily for unexcused absences and missing punches. This is most easily accomplished using the Admin Reconcile Timecard Genie which is available in the Timekeeping grouping of the Kronos COH All Quick Links section.
- Exempt employees' timecards should be reviewed each week to ensure any leave taken is recorded correctly.
- Each scheduled workday should either have punches or an absence or pay code.
- Non-exempt employees who have access to a computer should punch at their computer. Timeclocks are for those non-exempt employees who do not have access to a computer (AP 2-4).

Slide 10

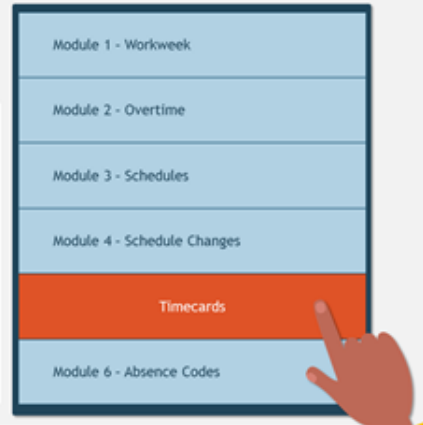
Module 5

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Module 5

- Absent with permission
- No accrued leave
- Absent without leave
- Absent without permission



Notes:

- If a non-exempt employee is absent with permission, he/she should be coded paid leave. If he/she has no leave, he/she should be coded AWOL (Absent without Leave).
- If an exempt employee with no accrued leave is absent with permission for a portion of the day, no entry is required.
- If an exempt employee does not have leave and is absent for a full day with permission, AWOL should be coded.
- If an employee, either exempt or non-exempt, is absent after being denied permission to be absent, the employee should be coded AWOP (Absent without Permission).
- Supervisors must review and approve employee timecards each pay period and it is recommended that supervisors have their employees review and approve their own timecards in advance of the supervisor's approval.

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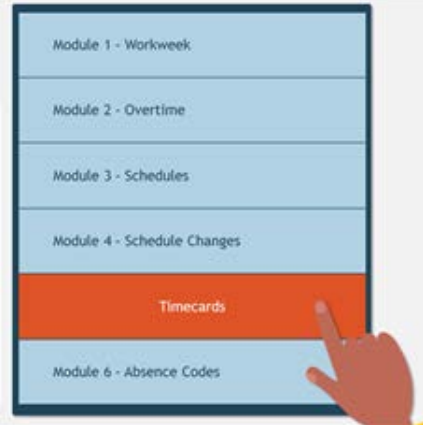
Module 5

Duration: 00:00:05

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Module 5

- 20 hours or more of overtime
- Absent more than 14 calendar days



Notes:

- If a non-exempt employee has more than 20 hours overtime in any workweek, on the employee's timecard, under "Approvals", please choose "Approve Overtime" and add a separate overtime approval to the timecard to indicate your knowledge and approval of the large amount of overtime worked.
- If an employee is absent for more than 14 calendar days unpaid, either AWOL, AWOP, RDNP, or simply did not punch, Payroll Services should be notified so the employee will not receive additional leave accruals.

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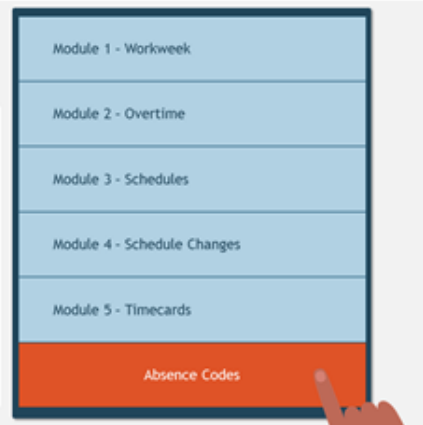
Module 6

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Module 6

- Global time off requests (GTOR)
- Cascading pay codes
 - Vacation
 - Vacation - Unscheduled



Notes:

GTOR – Global Time Off Requests

- Supervisors should review and approve or reject time-off requests regularly to ensure proper recording in the employee's timecard.
- Kronos will not properly calculate and/or account for overtime until all absence codes are properly recorded in the timecard.

Supervisor Entered Absence Codes

- Supervisors should check to ensure the employee has not submitted a time-off request before entering absence codes directly into the schedule or timecard.
- Supervisors should use cascading pay codes whenever possible.

		<ul style="list-style-type: none"> • Cascading pay codes are as follows: <ul style="list-style-type: none"> • Vacation (not 'VACS – Vac Hours Taken') should be entered for scheduled time off. Vacation cascades first to comp time, then, if there is not enough comp time it will then cascade to accrued holiday time and finally to vacation time. 'VACS – Vac Hours Taken' is not a cascading pay code. • Vacation – Unscheduled (not 'VACU – Vac Hrs Taken – Unsched') should be used for unscheduled time off. Vacation-Unscheduled cascades first to unscheduled comp time and then to unscheduled vacation if there is not enough comp time to satisfy the request. 'VACU – Vac Hrs Taken – Unsched' is not a cascading pay code.
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Slide 13

Module 6

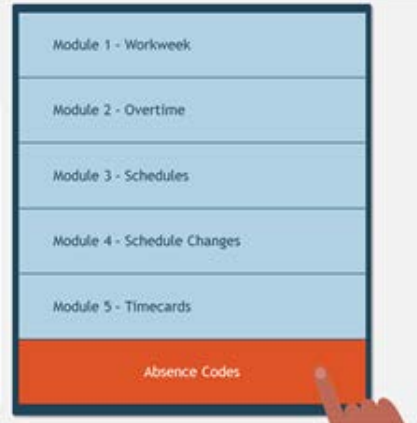
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Module 6

▪ Sick leave


- Absent three (3) or more days
- Benefit year
 - September 1 - August 31
- Exceeds 64 hours
- Donated sick leave

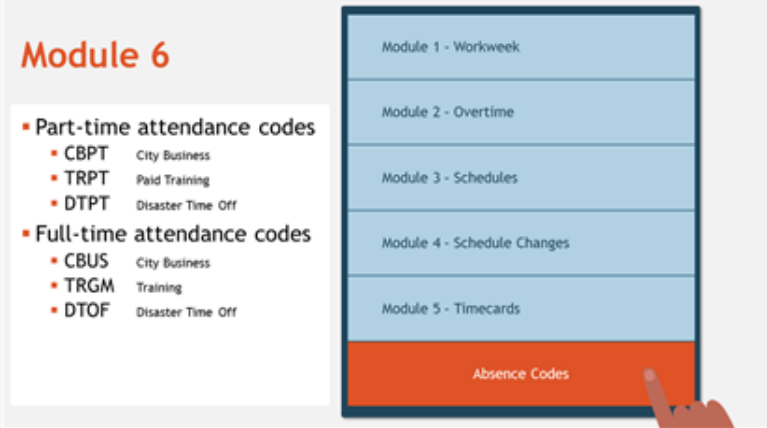


Notes:

Sick Leave

- An employee is permitted to use sick leave for the employee's own personal illness or to care for an immediate family member who is sick.
- If an employee is out sick for 3 or more days (or any unscheduled absence if the employee does not have sick leave), the employee should be contacted and notified that he may be eligible for the Family Medical Leave Act and should be offered an FMLA packet. (29 U.S.C. Chapter 28)
- If a supervisor has reason to know that the employee has been admitted to the hospital, that employee should be offered FML regardless of the length of the absence.
- The City requires an employee to provide documentation from a health care provider for any sick leave used in excess of 64 hours in a benefit year. Failure to provide documentation should result in the time being changed to unscheduled accrued paid leave if available.
- A supervisor can request documentation from a health care provider at anytime regardless of the amount of sick leave used if the supervisor suspects the employee of abusing the City's Absence Policy (AP 3-11 Absence).

		<ul style="list-style-type: none"> An employee who has received donated sick leave and is eligible to continue to use that donated sick leave should exhaust his donated sick before any other time is used.
<p>Slide 14 Module 6 Duration: 00:00:05 Advance mode: By user</p>		<p>Notes: Disaster Time Off</p> <ul style="list-style-type: none"> The Disaster Time Off (DTOF) code may only be used when expressly authorized by the Mayor. Instructions regarding the use of the DTOF code will be disseminated by the Payroll Services Division on an incident-by-incident basis, including dates and times for which use of the DTOF code is appropriate. Any scheduled hours missed by an employee in excess of the DTOF hours authorized by the Mayor may either, at management discretion, be made up or replaced with accrued paid leave. If the employee has no accrued paid leave available and management elects not to allow the employee to make up his or her missing scheduled hours, the Absent Without Leave (AWOL) absence code will be used with the employee receiving no pay for the hours missed. Non-Exempt employees must make up missing scheduled hours within the same work week. Exempt employees must make up any missing scheduled hours within the same pay period.

		<p>IAC</p> <ul style="list-style-type: none"> Does not pay or allow accrual of time and should only be used in the following circumstances: Termination/Resignation/Retirement pending an action. Awaiting FMLA approval and the employee DOES NOT have any accrued leave. Once an employee is absent unpaid for greater than 14 calendar days, IACT should be used for all additional absences and Payroll Services should be notified immediately.
<p>Slide 15 Module 6 Duration: 00:00:05 Advance mode: By user</p>	 <p>Module 6</p> <ul style="list-style-type: none"> Part-time attendance codes <ul style="list-style-type: none"> CBPT City Business TRPT Paid Training DTPT Disaster Time Off Full-time attendance codes <ul style="list-style-type: none"> CBUS City Business TRGM Training DTOF Disaster Time Off <p>Modules:</p> <ul style="list-style-type: none"> Module 1 - Workweek Module 2 - Overtime Module 3 - Schedules Module 4 - Schedule Changes Module 5 - Timecards Absence Codes 	<p>Notes:</p> <p>Part-time “Attendance” codes</p> <ul style="list-style-type: none"> Part-time employees are paid only for attendance at work and are not permitted to use leave or other absence codes. The City has created three (3) attendance codes for part time employees to account for time in which they should be paid, but not considered part of their base hours. CBPT for part-time employees on City Business, but not performing their regular work duties. TRPT for part-time employees attending paid training. DTPT (Disaster Time Part-Time) for part-time employees in situations expressly authorized by the Mayor.

		<p>Payroll Services will disseminate instructions regarding the use of the DTPT code on an incident-by-incident basis.</p> <ul style="list-style-type: none"> These codes are to be used for part time employees only and will be rejected by SAP if coded for full time employees and those employees will be underpaid. <p>Full-time "Attendance" codes</p> <ul style="list-style-type: none"> The corresponding full time codes are CBUS (City Business, TRGM (Training), and DTOF (Disaster Time Off). They must never be coded for part time employees. They will be rejected by SAP if they are used for part time employees and those employees will be underpaid. <p>City Business and Training</p> <ul style="list-style-type: none"> City business and training are included in the definition of hours worked. An employee may not be coded more than 40 hours for City business or training in a workweek. All hours in excess of 40 hours in a workweek spent on City business or training must be coded as OTSS (overtime for pay) or OWCT (overtime for comp time) as appropriate. This is accomplished on the timecard under the "Pay Code" and "Amount" columns. Please contact Payroll Services if assistance is needed.
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Slide 16

Time and Attendance

Duration: 00:00:05

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Time and Attendance

- Help Desk
 - 832-393-8900
 - payroll@houstontx.gov
- Reference Materials
 - [Job Aids](#)
 - Absence Code: Definitions and usage
 - Work Rule Groups and Descriptions



Module 1 - Workweek

Module 2 - Overtime

Module 3 - Schedules

Module 4 - Schedule Changes

Module 5 - Timecards

Module 6 - Absence Codes

Notes:

For Questions regarding this presentation supervisors should contact Payroll Services Help Desk at 832.393.8900 or by emailing payroll@houstontx.gov

Job Aids, Online Classes, and other technical information regarding a supervisor's responsibilities relative to Kronos, can be found at the following link:

<http://www.houstontx.gov/ara/payroll.html>

Absence codes and their meaning and usage can be found at the following link:

<place link here>

Work rule groups and their descriptions can be found at the following link:

<place link here>.