



# CITY OF MURFREESBORO TIMEKEEPING PROCEDURES



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*January 25, 2016*

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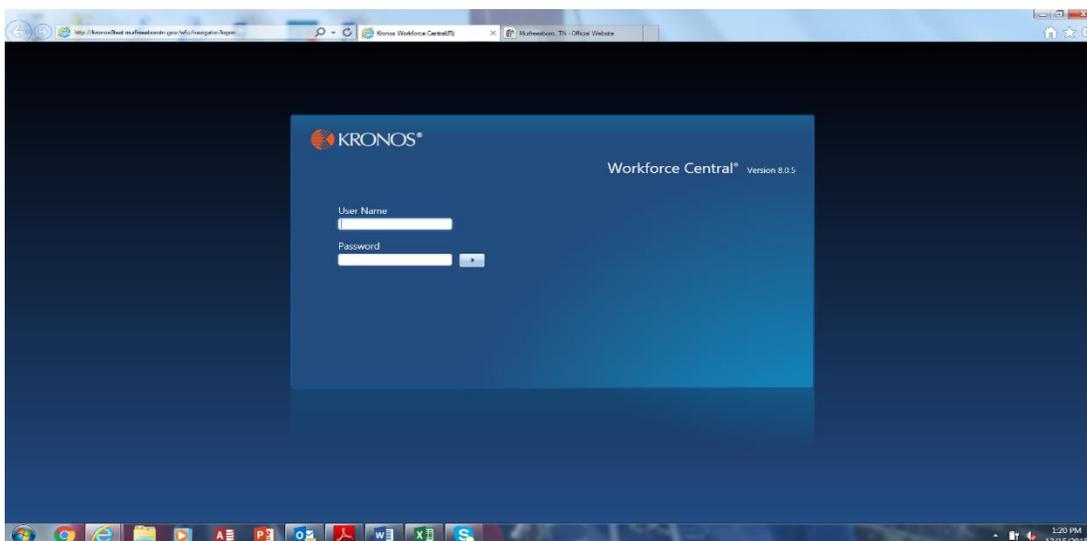
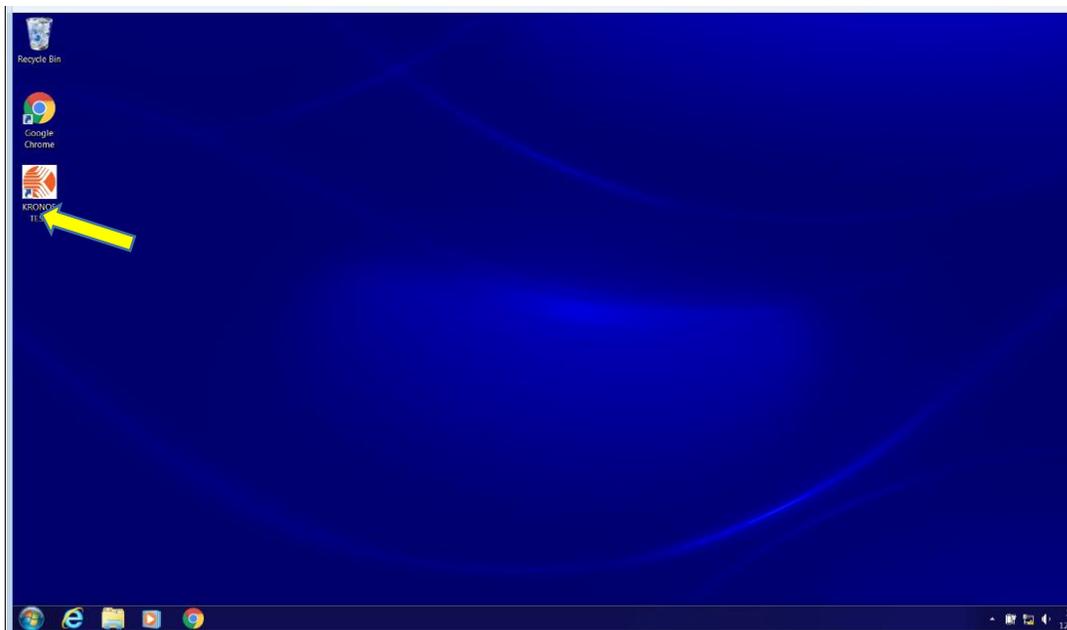
## Kronos Timekeeping Procedures

### Log in/out of Kronos

There are several different ways for an employee to log into Kronos.

#### Computer Login

1. To Log into Kronos, access your work space and find the Kronos “Production” Icon, click to launch



2. User name: First name, middle initial, last name (do not include spaces or commas)(ex. JohnADoe)
3. Password: Welcome1 (capital W)

4. You will be prompted to change your password after your first successful logon attempt. You will also be asked a series of challenge questions in the event you lose or forget your password.

schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
AM-4:30PM	7:56AM	12:54PM						
	1:55PM	4:31PM				7.5	7.5	7.5
	7:55AM	12:58PM						
	1:54PM	4:30PM				7.5	7.5	15.0
				Holiday Pay	-7.5			
AM-4:30PM	7:55AM	12:55PM						
	1:54PM	4:31PM				7.5		15.0
AM-4:30PM	7:55AM	12:54PM						
	1:54PM	4:30PM				7.5	7.5	22.5
AM-4:30PM	7:55AM	12:54PM						
	1:54PM	4:30PM				7.5	7.5	30.0
								30.0

5. Click the timestamp to log in. Your “in” punch will not show up right away. If you wait a few seconds and click the refresh arrows next to “My information” you should see the punch on your time card.

### Timeclock terminal Clock In

Each non-exempt employee is issued a time badge by HR which allows you to clock in and out from a Kronos Intouch Clock terminal. There are over 15 terminals throughout the City. A complete listing of locations can be found on the City’s Website. Next to each terminal are instructions on how to clock in/out, approve time cards, request leave, and to check leave balances.



**Request Time Off**

- Select request time off icon
- Swipe badge
- Submit request
- Select start and end date
- Select pay code (Sick, Vacation, Comp, etc.)
- If the date(s) are correct press continue
- Select duration (full day or hours)
- Select continue
- Select start time and enter
- Select AM or PM and enter
- Select length of time needed
- If start time and length are correct press submit
- If you want to select additional time off press “add another” and follow the steps above

**Approve Timecard**

- Select approve time card icon
- Swipe badge
- Select previous pay period
- Review hours worked by day
- If everything is correct, press approve
- If there are errors, contact your supervisor to correct

\* To get out of any time clock function you can hit the home key located at the bottom right hand corner of the timeclock.  
\* Do not touch the “maintenance” button located at the bottom left corner of the timeclock.

If the time clock is not operational notify your immediate supervisor and you or your supervisor contact IT support for further assistance.

If for some reason your badge is not working properly, you should notify your department supervisor immediately. Your supervisor should inspect the badge and attempt to swipe the badge. If it is still not operational, return the badge to Human Resources with an explanation of the issue. HR will troubleshoot and either repair or replace the existing badge. Your supervisor should also input any missed punches as a result of the timeclock being down.

If you lose your badge you should immediately notify your supervisor. The first lost badge will be replaced at no charge. Additional badges will be replaced for \$5.00 which may be deducted from your paycheck. You should also communicate daily with your supervisor your work hours so that they are entered into Kronos both timely and accurately.

### Mobile Application Login

If you are an employee authorized to utilize the Kronos mobile application, you must follow the procedures set forth in the diagram below. These instructions may also be found by going to [www.murfreesborotn.gov/DocumentCenter/View/2704](http://www.murfreesborotn.gov/DocumentCenter/View/2704).

The screenshot shows a web browser window with the URL [www.murfreesborotn.gov/DocumentCenter/View/2704](http://www.murfreesborotn.gov/DocumentCenter/View/2704). The document content is titled "Workforce Mobile (iPhone) Performing Employee Tasks" and features the Kronos logo. It includes three iPhone screens illustrating app functionality:

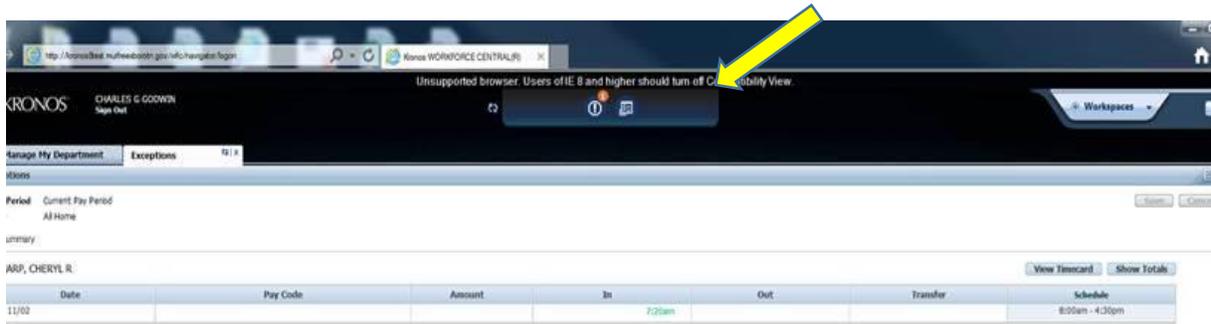
- Home Screen:** Shows a menu with options like Punch, Timecard, Schedule, Requests, and My Shift. A callout points to the "Timecard" or "Schedule" option.
- Timecard View:** Displays a table for "Victor Nikula" with columns: Date, Paycode, Amt, In, Out. A callout points to the "Timecard" option.
- Schedule View:** Shows a calendar view of shifts. A callout points to the "Schedule Calendar Toggle" option.
- Schedule Details:** Shows a detailed view of a shift. A callout points to the "Schedule Details" option.
- Timecard Totals:** Shows a summary of hours worked. A callout points to the "Timecard Totals" option.
- Add or Edit a Punch:** Shows a punch being added or edited. A callout points to the "Add or Edit a Punch" option.
- Timecard Approval:** Shows a punch being approved. A callout points to the "Timecard Approval" option.

At the bottom of the document, there are sections for "Submit a Time Off Request" and "Check Your Accruals Balances".

The mobile app is a great tool for you to clock in and out, conduct job transfers and request leave however, you cannot use the mobile app to approve your time card because it does not have the correct option for you to use which is "last week". You will need to use a time clock, computer, or tablet to approve your own timecard. In the event you do not have access to anything other than the mobile app, you will need to review your time card and identify any corrections needed to your supervisor on a daily basis. Failure to do so may result in your pay check being inaccurate.

## Compatibility-Browser settings

Some browser settings require that you contact IT Support. For example, there may be a message “Unsupported browser. Users of Internet Explorer 8 and higher should turn off Compatibility view”. It is strongly suggested that you not attempt to change your compatibility settings without contacting IT Support.



If there is a compatibility issue you will not be able to see any further information in the Kronos workforce application.

Contact IT Support at the following email address: [support@murfreesborotn.gov](mailto:support@murfreesborotn.gov)

## Time Cards, Review, and Approval

### Time Cards

Each employee has a Kronos time card that may be accessed through computer, Intouch timeclock terminals, or via Kronos mobile application. The method chosen to clock in and out determines an employee's view of the time card.

		Date	Schedule	In	Out	Tra...	Pay Code	Amount	Shift	Daily	Period
+ X		Mon 12/28					LV-Sick	4.0			
+ X			8:00AM-4:30PM	7:54AM	12:54PM						
+ X				1:54PM	4:30PM				7.5	11.5	11.5
+ X		Tue 12/29	8:00AM-4:30PM	7:54AM	1:03PM						
+ X				1:54PM	4:30PM				7.75	7.75	19.25
+ X		Wed 12/30	8:00AM-4:30PM	8:00AM	1:00PM						
+ X				2:00PM	4:30PM				7.5	7.5	26.75
+ X		Thu 12/31	8:00AM-4:30PM	8:00AM	1:00PM						
+ X				2:00PM	4:30PM				7.5	7.5	34.25
+ X		Fri 1/01					New Years Day	7.5		7.5	41.75
+ X			8:00AM-4:30PM								
+ X		Sat 1/02									41.75
+ X		Sun 1/03									41.75
+ X		Mon 1/04	8:00AM-4:30PM	7:54AM	12:55PM						
+ X				1:54PM	4:32PM				7.5	7.5	49.25
+ X		Tue 1/05	8:00AM-4:30PM	7:54AM	12:58PM						

Totals		Accruals	
Account	Pay Code	Amount	
./-/118/./-/./B001	Base Pay Hourly	45.25	
./-/118/./-/./B001	Holiday Pay	7.5	
./-/118/./-/./B001	LV-Sick	4.0	

Full time employees should see the work week schedule on the time card for the entire payroll period. Since full time employees are paid in advance, a schedule is placed on a time card by a supervisor for the purpose of projecting pay for hours not yet worked. If a full time employee does not see a schedule for the current payroll period, contact your supervisor as soon as possible since an inaccurate schedule will result in inaccurate pay.

Times will be entered on the time card when swiping/clocking in/out on the time clock, using the mobile app entry, or timestamping from a computer. Punches do not always show up immediately; refreshing the screen in a minute or two will resolve this issue. A carrot symbol (^) in the upper right hand corner of an in or out punch indicates the time has been manually added or an entry has been added to the time card. Time or pay codes that show up in purple indicate that the entry was system generated, input into the schedule, or requested by the employee in the form of a request.

Approved leave time (sick, vacation, compensatory time) will show up on a time card. If such approved leave is for a future date (beyond the next pay period) the entry may not be visible on a time card until the leave date draws closer.

Family Medical Leave Act (FMLA) leave, whether consecutive or intermittent and sporadic, and when approved, will appear on the time card with an “LV” preceding the type of leave taken.

Total hours by day, shift, period to date, or total hours may be viewed at the bottom of the time card. An employee may also click on the accrual tab to view leave balances to include any FMLA leave taken in the FMLA plan year.

Three other columns on the time card include shift, daily and period. All hours shown in these columns will not result in pay. It is best to look at the bottom of the time card to review total hours and pay codes.

### Employee Time Card Approval

An Employee should review punches on a daily basis to confirm accuracy. Time card approvals should be completed weekly each Monday by 9:00 AM. If there is an error or incorrect information on a time card, notify your supervisor to correct the issue before approving the timecard. Never approve a time card knowing the information is inaccurate.

To approve a time card using a computer select the “My information” genie on the workspace carousel. If “Last Week” is not the default time period, select it from the drop down menu. Once you have reviewed and confirmed all time entries from the previous week as correct, select “Approve time card” from the Approve Actions ribbon on top of the time card.

If a time period other than “Last week” is selected for time card approval, there may be errors with corrections, approvals and future clock in and out options. Should you approve the “wrong” payroll period in error, unapprove the timecard before any further action is taken.

If you do not work on a Monday or report to work after the 9:00 AM Monday approval deadline, you may approve your time card on your last day worked for that approval period. **Use caution** in approving your time card for any period other than “Last week” since you are only approving one week and that week is always for days “worked” and never any portion of “scheduled” but not worked time. An “approval” of your timesheet is not required for you to receive payment. You will receive pay based upon the hours reflected on the time card at the time payroll is processed. Your time card approval acknowledges you agree the hours for that payroll period are correct.

While you need to approve your time card for “Last week” each Monday by 9:00am, you should also review the current week time card to confirm you have clocked in for the day and that your schedule is correct for the current week. This is necessary since the City pays employees for hours not yet worked (current cycle) and depending on how an employee is paid (weekly or biweekly) and the pattern paid (Sunday thru Saturday, Thursday thru Wednesday, etc.) the employee may be paid in part for “current” week’s punches and schedule. If there is a missing punch or an incorrect schedule in Kronos for this time period, make sure to notify your supervisor immediately.

It is important to review your punches especially when you are scheduled to work on Monday morning. If Kronos does not see an “in” punch on Monday when payroll is processing, the system assumes you are not working for the day and will not “project” or pay for that scheduled day. If an employee makes the correction “after” payroll has processed, that day will show up as an adjustment on the following paycheck.

Supervisors and exempt employees must approve their own timecard each week (using “last week” as the approval time).

	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 12/06									
Mon 12/07	8:00AM-4:30PM	7:56AM	12:54PM				7.5	7.5	7.5
Tue 12/08		7:55AM	12:58PM						

### Supervisor reviewing and approving Employee Time Cards

Supervisors must review employee exceptions, requests for leave, and employee punches on a daily basis. Edits and exceptions must be reviewed, adjusted (if needed) and marked as read. Supervisors must approve timecards for the last week every Monday by 10:00AM. Choose the Time card approval genie in the related items pane, then choose “Last week” as the approval time period for approval.

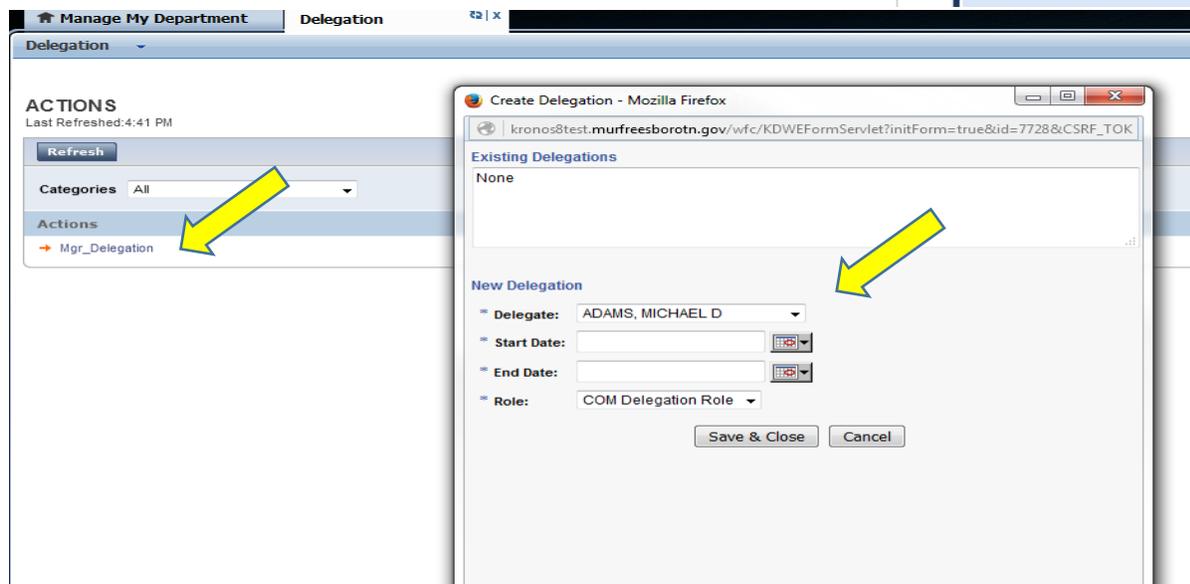
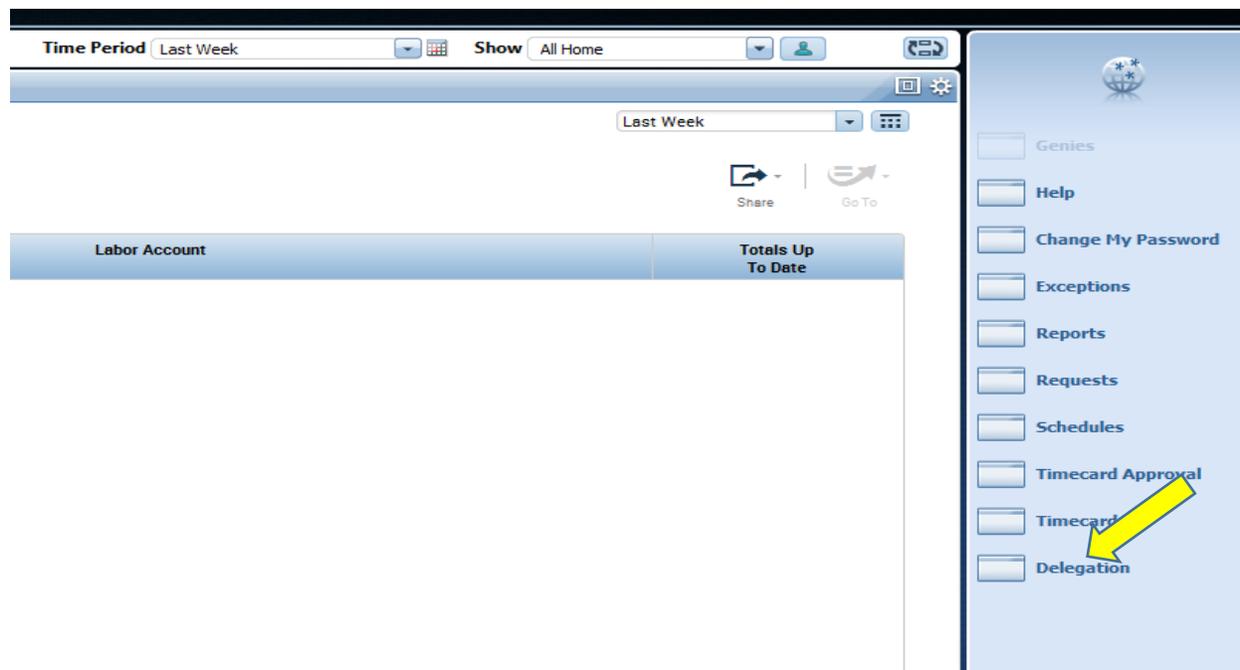
Supervisors should approve time for those employees assigned to them. They may also approve employees if they are delegated by another supervisor or if they have been asked to do so by their supervisor. This eliminates a misunderstanding on who is approving an employee’s time record. The full process for timecard approval may be found in the **Kronos Workforce Timekeeper V8 booklet “Managing Timecards and Schedules”** (p. 54).

When a supervisor approves a timecard, the workspace background changes to a green color. If a time card has been approved by a supervisor “before” the 10:00AM deadline and the supervisor notices that a change is needed, the supervisor may go into the timecard that needs to be changed and select “remove time card approval”. This may only be done by the supervisor who approved the timecard initially. Time card punches should never be edited or changed by a supervisor resulting in a reduction of hours if the employee actually worked and is eligible for pay.

While approving “last week” a supervisor must also review but not approve the “current” week since employees will be paid in part or entirely on the current pay period. It is important to verify the punches for any employee scheduled to work on a Monday since payroll generates on Monday mornings, weekly. If an employee is not punched in and should be, based upon their schedule on Monday when payroll processes, the system assumes the employee is not working and will not “project” or pay for that day. If a correction is made “after” payroll has been processed, pay for that day will show up as an adjustment the following payroll period.

### Delegation of your employee time cards-Supervisors

If a supervisor will be absent from work that supervisor must delegate someone to review, edit, and if necessary, approve time for their employees. Select “delegation” from the related items pane in Kronos. Under actions select “Mgr Delegation”. From the drop down menu select a delegate and the time frame in which you would like your delegate to have the ability to manage your employee timecards.



Supervisors must always have a delegate assigned in the event of an unplanned illness or injury or other absence that prevents a delegate assignment from being made prior to such absences.

If a department head assigns a supervisor as a delegate, that assigned supervisor is authorized to approve timecards for everyone in the delegation group except for their own time card. In this case the supervisor must contact Payroll Operations via email ([payroll@murfreesborotn.gov](mailto:payroll@murfreesborotn.gov)) to request approval of their own timecard.

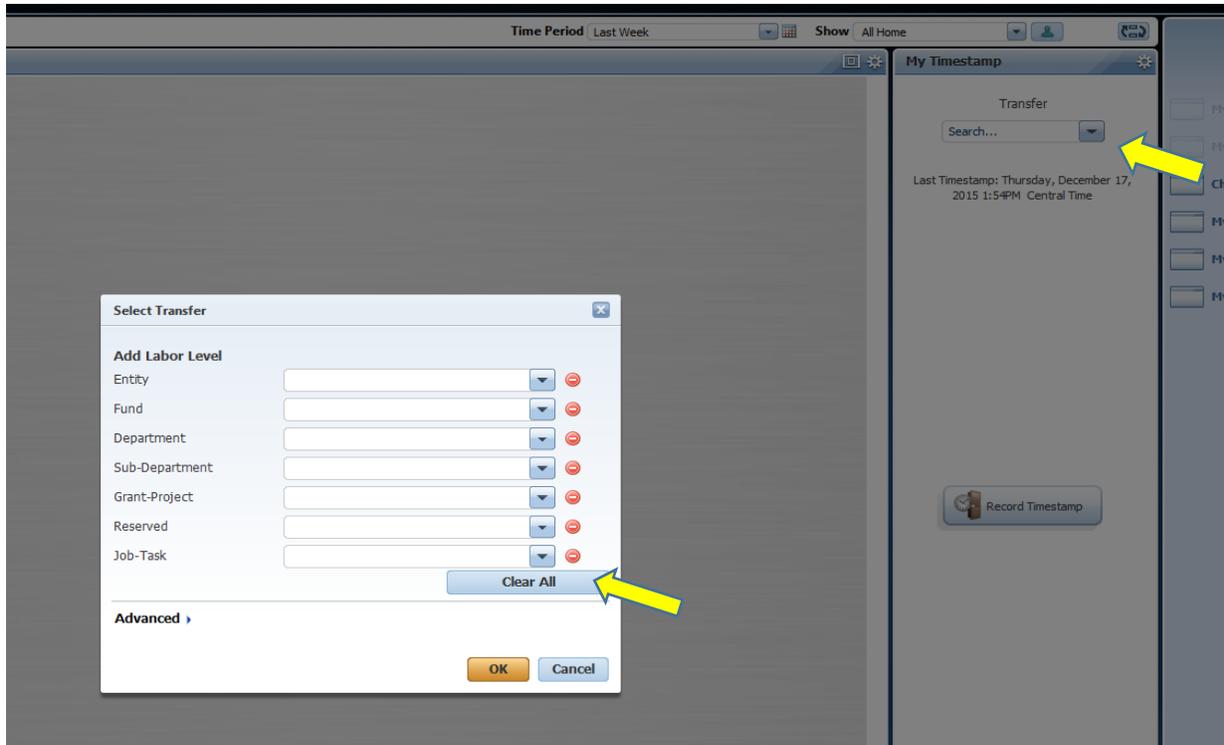
The screenshot displays the 'Timecard Approval' web application. At the top, there are navigation options for 'Time Period' (Last Week) and 'Show' (All Home). A sidebar on the right lists various system functions, with 'Timecard Approval' highlighted by a yellow arrow. The main content area is titled 'Timecard Approval' and features a 'Select Pay Period for Approvals' section. This section includes two dropdown menus: 'Time Period' (set to 'Last Week') and 'HyperFind' (set to 'All Home'). A 'Save' button is located below these dropdowns.

If a supervisor is absent from work and their delegate is also absent, the supervisor must communicate with another supervisor and/or department head requesting review/approval of their employee timecards. A supervisor is always responsible to review and approve timecards for their employees or to delegate someone else to review and approve timecards in their absence.

## Transfers

### Job transfers (Parks and Recreation Only)

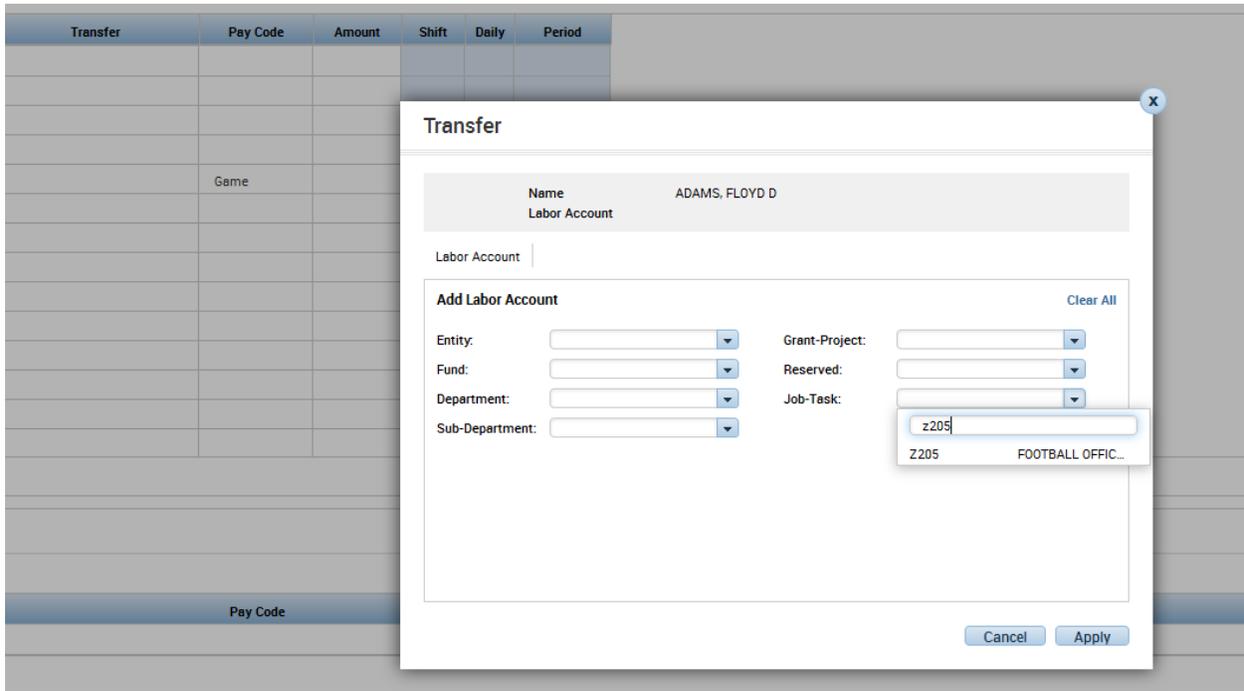
A Job transfer is necessary when an employee is assigned to work more than one position/job only in the Murfreesboro Parks and Recreation Department. When scheduled to work a job other than a primary job, an employee must transfer into the other assigned job before clocking in. To do this the employee must go to the “My Timestamp” section of the time card and click the transfer search option; then go to job task and select the appropriate job from the drop down menu. Once the job is selected, the employee must click on “Record Timestamp” to clock in.



If an employee is working multiple positions/jobs in the same day, it is necessary to transfer and click the timestamp each time a new position/job is begun. Failure to transfer upon each position/job change will result in an incorrect pay calculation.

While Kronos may offer a number of positions/jobs to choose from, an employee should only transfer to a position that has been previously assigned. Selecting a position other than a position previously assigned will result in no payment for any hours in an unapproved position. If an employee or supervisor is unsure of which additional position(s) may be assigned, contact Payroll Operations by emailing [payroll@murfreesborotn.gov](mailto:payroll@murfreesborotn.gov) prior to working in the secondary position.

A supervisor may move and or transfer hours from a primary position/job to a secondary position/job by selecting transfer, search, job-task, and selecting the appropriate position.



Job Transfers may be completed on the time clock and mobile application. Select the transfer option and follow the instructions located on each device.

Game/Class Instructor Pay

Part-time or Seasonal employees that receive game or instructor pay (versus hours worked) will clock in and out, however, will receive pay based upon the number of games worked or classes taught and not hours worked\*. This requires that a supervisor add a row on the date of the game(s) and enter the pay code "Game" and the number of games worked in the amount column. This represents the number of games worked during the hours selected by the supervisor. The appropriate job class will also need to be placed in the transfer column of the time of the game (see below).

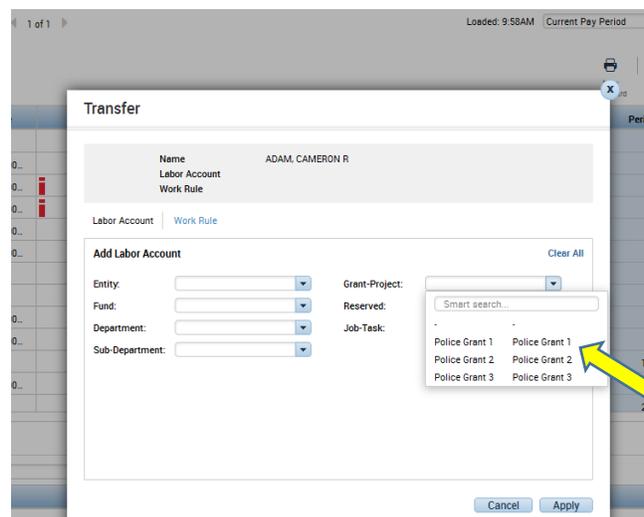
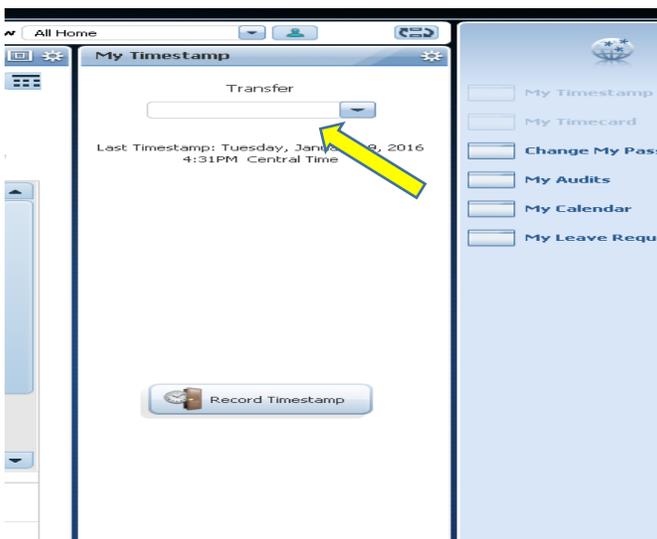
In	Out	Transfer	Pay Code	Amount	Shift
		/////Z205	Game	1.00	
8:00AM	9:00AM	/////Z205			1.0

\*If an employee exceeds the number of hours allotted for game time (game time varies, contact the Murfreesboro Parks and Recreation Department for more specific information), an employee must communicate this to a supervisor who will in turn select the pay code "Game Exceeded Limit". This message notifies Payroll Operations that additional pay will be included on the employee's time card.

Transfer	Pay Code	Amount
	Game Exceeded Limit	

#### Grant Transfer-Murfreesboro Police Department Only

Police officers who are working a grant must have grant hours "paid out" and captured as grant hours worked. The employee must go to the "My Timestamp" section of the time card and click the transfer search option; then go to Grant-Project and select the appropriate Police Grant from the drop down menu. Once the position is selected click on "Record Timestamp" to clock in. Supervisors also have the option of transferring hours on the time sheet by going to the transfer column on the timesheet and entering the appropriate Police Grant from the drop down menu.



### **Schedules-Full time employees**

Schedules exist in Kronos for Payroll Operations to know what “scheduled” hours in addition to hours worked must be paid since an employee’s payroll is being processed in advance of some or all actual hours being worked.

Once a schedule is set in Kronos it is not normally changed. Supervisors must ensure schedules are set on all full-time employees for the entire current and next payroll period and for employees who have varying schedules on a weekly or bi-weekly basis. This ensures all full-time employees are scheduled properly.

Supervisors should not change schedules when an employee works over or under their scheduled shift/ hours for the day. If scheduled hours have already been paid, adjustments, if any, will be reflected on the next paycheck.

Schedules must not be adjusted once payroll has processed because at this point a schedule change will not affect how the employee will be paid. The difference, if any, in actual hours worked will be paid and/or adjusted the following pay period.

Supervisors must make sure schedules are placed on all new employees prior to the first day of work. This ensures new employees will be paid any scheduled hours for a current payroll period.

### Part-time and Seasonal Employees-Do not schedule

**Never** add a schedule to a part-time or seasonal employee record in the Kronos system. These employees are paid in arrears by simply clocking in and out on a daily basis and scheduling these employees may cause an overpayment.

### Exempt employee Schedules

Exempt employee schedules are set to pay a standard number of hours weekly (i.e. 37.5, 40, or 54) by default. Exempt employee schedules are set up with a “forever” end date since schedule changes do not occur often. There are however, a few exceptions (see Exempt holiday pay, p. 17).

Exempt employee schedules automatically deduct one hour for lunch so an exempt employee lunch break should never be entered or changed. Even if an exempt employee actually takes a thirty-minute lunch, the lunch schedule must not be changed so that total hours for the week and pay are accurately reflected.

**Schedule Pattern**

Assigned to  
RUSSELL, PAMELA J Primary job

	Start Date	End Date	Duration	Rotation
	11/09/2015	Forever	1 week	1 Week:8a - 430p(Mon,Tue,Wed,Thu,Fri)

**Edit Pattern**

Anchor Date: \* 11/08/2015 Start Date: \* 1/10/2016 End Date: \*  Clear

Forever

Define Pattern for: \* 1  Week(s)  Day(s)  Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template | 8a-430p Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	8a-430p	8a-430p	8a-430p	8a-430p	8a-430p	

Cancel Apply

Exempt employees on FMLA leave may have time adjustments if on a consecutive FMLA leave with no benefit hours available. Supervisors and employees will see “LV” in front of a type of leave (example “LV-Sick”) indicating approved leave with sick hours are attached.

#### Non-exempt (hourly) employees schedules

Non-exempt full-time employees must have a schedule in Kronos in order to be paid for hours not yet worked. Non-exempt full-time employee schedules may be constant or vary from week to week. When schedules are consistent, supervisors would typically set the end date as “forever”. If a schedule changes, it must be updated. In the event schedules change consistently, supervisors must be responsible for entering any such schedule changes. Failure to keep schedules current will cause an employee to be paid incorrectly or not at all.

Assigned to  
HEYDUCK, KAREN A Primary job

Insert Template ▾ Shift Label 0800 - 1630 - 1H lunch - 7. Shift Details 8:00am-4:30pm(8.5h)

Day1 Day2

Type	Day	Start Time	Day	End Time	Sch. Hours	Labor Level Transfer	Work Rule Transfer
Regular	1	8:00am	1	1:00pm	5		
Break	1	1:00pm	1	2:00pm	1		
Regular	1	2:00pm	1	4:30pm	2.5		

Cancel Apply

### Adjustments and Removal of Schedules-Supervisors

Supervisors must adjust/remove schedules from an employee record as soon as possible. Some reasons for schedule changes include:

- **Holidays – Remove scheduled hours from both exempt and non-exempt employees on holidays only if the employee is not working on the Holiday** since the system pays all eleven (11) City Holidays by default. Scheduled hours on holidays must be removed to prevent a miscalculation in hours resulting in an adjustment of hours and pay the following pay period. For more information on holiday pay see page 17.
- **Terminations – Resignation-**As soon as an employee gives a notice of resignation supervisors must adjust the schedule to reflect an end date which will be the employees expected last day to work. Assuming an employee gives notice, the schedule must be removed a minimum of one week (7 calendar days) prior to and not on the day of termination. Failure to make this scheduling change may result in an employee being overpaid.

Involuntary termination- If an employee is in the process of being terminated or should no longer receive pay, the schedule should be removed from that employee on the last day the employee works.

- **Workers' Compensation –** An employee with a work-related injury must use leave time (sick, compensatory, vacation) for the first eight days of such leave. If an employee does not have leave time available, the schedule must be removed to avoid overpayment to the employee. A supervisor must enter the comment "first day away" on the first day of leave. In addition to adding leave time, insert the code "workers' comp" on each day with the appropriate number of hours the employee is normally scheduled to work. This code **will not** pay the employee but will be used to identify the leave time as workers' compensation. Any workers' compensation days

of absence after the eighth day will be entered by Human Resources since those hours/days will be paid by the Risk Management department. Human Resources will also enter workers' compensation codes for any time after the eighth day of absence.

- Shift, lunch, and Regular Day Off (RDO) changes – Anytime there is a change in an employee's scheduled hours or days scheduled off, etc. such changes must be made in the Kronos system. This is important to note since the City of Murfreesboro payroll cycle is set on a current basis for most employees and such changes must be made in advance to prevent overpayments.

Payroll Operations Time Approval

Employees must review their time card punches for accuracy on a daily basis and any necessary adjustments must be communicated to a supervisor immediately. All employees must approve their timecard in Kronos for every Monday by 9:00AM. Employees not working on Monday will approve their time on Sunday. Employees who are not available to approve their timecards must communicate any known discrepancies or requests for time off not yet approved with their supervisor. Failure to communicate this information will result in inaccurate pay.

**Note:** Timecards are set by default with the employee's current schedule. This is not the time card employees should be approving. Employees must use the drop down window and select "Last Week".

Payroll Operations will begin processing payroll on 12:00 PM each Monday. Supervisors must have exceptions and corrections completed by 10:00 AM each Monday. Once Payroll Operations processes and approves the Kronos payroll file, the file will be imported into Munis for further processing and payment scheduling.

Any adjustments not completed at the time of payroll processing will not be included for that payroll period. If edits need to be made to a timecard, a supervisor must contact Payroll Operations to make 'historical edits' that will be processed for the next payroll period.

**Holiday Pay**

Exempt and Nonexempt Employees

Supervisors must remove scheduled hours from **both** exempt and non-exempt employee who are not working on the holiday at least ten days prior to a City of Murfreesboro paid holiday. If an employee actually works on the holiday the employee will be paid for the hours worked in addition to holiday pay.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
+	Sun 12/27						
+	Mon 12/28	8:00AM-4:30PM	7:56AM	12:57PM			
+			1:58PM	4:37PM			
+	Tue 12/29	8:00AM-4:30PM	7:54AM	12:44PM			
+			1:38PM	4:36PM			
+	Wed 12/30	8:00AM-4:30PM	7:55AM	12:57PM			
+			1:52PM	4:29PM			
+	Thu 12/31	8:00AM-4:30PM	7:53AM	1:45PM			
+			2:42PM	4:35PM			
+	Fri 1/01					New Years Day	7.5
+						Worked Time to Floating Holiday	7.5
+						Do Not Pay Holiday	7.5
+		8:00AM-4:30PM	8:00AM	3:30PM			



If an employee is scheduled to work on a holiday but does not work (for example, calls in sick or does not work the entire scheduled shift) the employee will not receive holiday pay according to City of

Murfreesboro Employee Handbook section 1008, Holiday Pay. In this case, a Supervisor must enter the pay code “Do Not Pay Holiday” along with the number of hours an employee would have received for the holiday. Payroll Operations will remove the holiday hours from the employee’s schedule.

When an employee works on the holiday and wishes to receive a floating holiday in lieu of hours worked, an employee must notify their supervisor in advance. In this case, a supervisor must use the “Worked time to Floating Holiday” pay code on a timecard and enter the number of hours worked on that holiday.

### Exempt Employees

If an exempt employee works on a holiday, that employee cannot be paid for both the hours worked and the holiday; therefore the employee must send an e-mail to their supervisor and Payroll Operations indicating time worked on the holiday and the number of hours worked. Payroll Operations will add the hours worked to the employee’s “Floating Holiday” bank.

When a holiday falls on a non-scheduled work day for an exempt employee, the employee will be paid for their standard weekly pay and receive a floating holiday. To accomplish this a supervisor must remove scheduled hours by the number of holiday hours being paid in the payroll period. This allows the schedule to cap at the exempt employee’s scheduled work week. The employee must email Payroll Operations and indicate the hours worked so that Payroll Operations may enter the number of hours into the employee’s “Floating Holiday” bank.

If an exempt employee scheduled to work 54-hours in a week also works on a City holiday, that employee has the option to be paid for the holiday or use the hours worked as a Floating Holiday. These employees must notify their supervisor which option they choose to receive (pay or Floating Holiday).

### **Time Off/Leave**

#### Vacation, Sick, and Compensatory Time off Requests

If an employee makes a request to take leave for a full day of absence, the employee must select “full day” and must not enter total hours requested. Exempt employees may only request full days off.

1. If an employee requests less than a full day off, the following apply:
  - a. If a supervisor enters leave for an exempt employee the supervisor must also remove the employee’s scheduled hours for the day or payment will be made for both scheduled hours and leave hours.
  - b. If an employee requests a partial day off that crosses over a lunch break that employee must enter two separate leave requests. The first request is for the time prior to the lunch break and the second request is for the time after the lunch break. Failure to create two separate requests may result in additional leave time taken and paid.
  - c. If an employee requests less than a full day of leave, the supervisor may enter the time “after” the employee returns to work. This allows the supervisor to enter the exact amount of time needed into the system and is considered a best practice.

- If an employee enters leave on the schedule or timecard in advance the supervisor must remember to override the shift whole or partial shift. Failure to do so will result in the employee being paid both the scheduled hours and benefit hours. Additionally, payroll adjustments will then need to be made.

- If an employee requested and received approval for leave time (vacation, sick, compensatory) and later decides to cancel the request, the supervisor will need to cancel the leave through the schedule. Go to the schedule, select the appropriate date/day; right click on the leave time and delete the pay code. Remember to save.

## Workers' Compensation- Supervisor

When a supervisor records an employee's first day of injury in Kronos, the supervisor must:

- Go to the employee's timecard and enter the appropriate leave type (sick, comp., etc.) for the amount of time the employee is away, up to seven days.
- Place a comment in the time card (out punch) on the first day of the injury indicating "WC 1<sup>st</sup> Day Away", *see example below*.

3. If the employee is away for additional days beyond the first day of injury, the supervisor must enter sick leave and the appropriate number of hours absent from work each day up to seven days.
4. The supervisor must enter the code “Workers’ Comp” each day the employee is absent and include the appropriate number of hours. The employee **will not** receive pay for this pay code but this code indicates the employee’s current status and alerts Payroll Operations that the employee is absent on workers’ compensation leave.
5. If an employee is absent more than seven days, a workers’ compensation leave case will be opened for the employee and Human Resources will update the employee status with an open workers’ compensation leave case.
6. The supervisor must remove the schedule from the employee as soon as it is known that the employee will be absent more than seven days to ensure the employee is correctly paid.
7. Should the employee be absent for 14 days or more, Payroll Operations will adjust the employees’ leave balance by returning the seven initial days of sick time used to the employee. Any such adjustments will be completed when the employee returns to work.

The screenshot shows the Kronos Workforce Central interface. The user is logged in as Admin. The main view is the 'Timecards' section for employee HEYDUCK, KAREN A. (ID: 001282). The interface displays a table of timecard entries for the period from Wednesday, 12/16 to Monday, 12/21. The table includes columns for Date, Schedule, In, Out, Tran., Pay Code, Amount, Shift, Daily, and Period. A 'Comment' dialog box is open, showing two comments: 'WC - 1st Day Away' and 'WC Injury - Left for the dr. at 12:00N. Employee paid full day pay (7.5 hrs)'. The dialog has 'Add', 'Cancel', and 'OK' buttons.

Date	Schedule	In	Out	Tran.	Pay Code	Amount	Shift	Daily	Period
Wed 12/16	8:00AM-4:30PM	11:28AM	12:54PM				7.75	7.75	15.25
Thu 12/17	8:00AM-4:30PM	1:28PM	4:30PM				7.5	7.5	22.75
Fri 12/18	8:00AM-4:30PM	7:54AM	12:54PM		Workers Comp	7.5	4.5	12.0	34.75
Sat 12/19	8:00AM-4:30PM	1:54PM	4:30PM						15.0
Sun 12/20	8:00AM-4:30PM	8:00AM	3:30PM		Sick Leave	7.5			49.75
Mon 12/21	12:00PM-4:30PM								49.75

### Workers’ Compensation- Return to Work/ Physician Visits

If an employee is on an approved Workers’ compensation leave and not released to full duty, the employee may have (when authorized by the Risk Management Department) follow up Physician visits or physical therapy for up to four hours per week. Such hours will be entered by Human Resources once authorized by the Risk Management Department. An employee must send an email to Risk

Management (balexander@murfreesborotn.gov) and Human Resources (mpettis@murfreesborotn.gov) in order to request that such time be entered into the Kronos system. This email must be sent immediately after a Physician’s appointment in order to avoid a delay in such hours being entered.

**My Leave Requests**

An employee must continue to request an authorization to take FMLA leave by contacting Human Resources at (615)-848-2553. Approved consecutive FMLA leave will be entered into Kronos by Human Resources.

Intermittent and Sporadic- “I&S” FMLA Leave – If an employee has been approved for intermittent and sporadic FMLA leave, the employee may make a request to take this leave type by clicking on the “My Calendar” tab on the related items pane. The employee would then select “I&S” and the appropriate dates. Such requests will be sent to the respective supervisor for approval. While the approval shows up in “Request” tab a supervisor must “go to” Quick Leave Editor.

12/28/2015, Selected Date All Time-Off Multiple

Details Edit Approve Refuse Pending Retract Request Time Off

Status	Submitted By	Start Date	Employee	End Date	Pay Code
pproved	HEYDUCK, KAREN A	12/28/2015	HEYDUCK, KAREN A	12/28/2015	I & S
pproved	MCCULLOUGH, RANDY T	12/28/2015	MCCULLOUGH, RANDY T	12/28/2015	Sick Leave
pproved	4500USER	12/28/2015	HELD, JAMES T	12/28/2015	Sick Leave

If a supervisor attempts to approve the “I&S” leave from the “request” screen the approval will appear on the time card as “I&S” with hours, however, the employee will not be paid correctly. This is not the correct way to approve “I&S” leave.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+ X	Mon 12/28					LV-Sick	4.0		
+ X		8:00AM-4:30PM	7:54AM	12:54PM					
+ X			1:54PM	4:30PM				7.5	
+ X	Tue 12/29	8:00AM-4:30PM	7:54AM	1:03PM					
+ X			1:54PM	4:30PM				7.75	
+ X	Wed 12/30	8:00AM-4:30PM	8:00AM	1:00PM					
+ X			2:00PM	4:30PM				7.5	
+ X	Thu 12/31	8:00AM-4:30PM	8:00AM	1:00PM					
+ X			2:00PM	4:30PM				7.5	
+ X	Fri 1/01					New Years Day	7.5		
+ X		8:00AM-4:30PM							
+ X	Sat 1/02								
+ X	Sun 1/03								
+ X	Mon 1/04	11:00AM-4:30...	7:54AM	12:55PM					
+ X			8:00AM			I & S	3.0		

Loaded 7:13PM Current Pay Period

Share Go To

Assigned Manager	Labor Account
RUSSELL, PAMELA J	-./118/-./-/B001

- 1 Selected
- Current Pay Period
- Go to widget
  - Audits
  - People Editor
  - Leave Case List
  - Quick Leave Editor
  - New Leave Case
  - Exceptions
  - Timecards
- Go to workspace

The correct way to approve “I&S” leave is to select the Quick Leave Editor, then the supervisor must select the appropriate day of the request and enter the number of hours requested. For example, if 4.0 hours of “I&S” leave are requested for Monday, 12/28/15, the following entry should be made:

#### LEAVE CASE EDITOR

[Help](#)

Leave Case FPARNT 11/01/2015 - 11/26/2016 [View Leave Case](#)

Case Status Open

Date	Leave Time Amount	
Sun 12/20/2015	<input type="text"/>	<input type="text"/>
Mon 12/21/2015	<input type="text"/>	<input type="text"/>
Tue 12/22/2015	<input type="text"/>	<input type="text"/>
Wed 12/23/2015	<input type="text"/>	<input type="text"/>
Thu 12/24/2015	<input type="text"/>	<input type="text"/>
Fri 12/25/2015	<input type="text"/>	<input type="text"/>
Sat 12/26/2015	<input type="text"/>	<input type="text"/>
Sun 12/27/2015	<input type="text"/>	<input type="text"/>
Mon 12/28/2015	4.0	<input type="text"/>
Tue 12/29/2015	<input type="text"/>	<input type="text"/>
Wed 12/30/2015	<input type="text"/>	<input type="text"/>
Thu 12/31/2015	<input type="text"/>	<input type="text"/>
Fri 1/01/2016	<input type="text"/>	<input type="text"/>
Sat 1/02/2016	<input type="text"/>	<input type="text"/>

Save Refresh

If an employee is unable to request intermittent and sporadic “I&S” leave due to their own absence, the supervisor may input the leave by selecting the employee and the appropriate date(s).

QuickFind ▾ | \*hey\* 🔍 | Loaded 12:58PM | Current Pay Period ▾

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval | Schedule | Share | Go To

Name	ID	Pay Rule	Assigned Manager
HEYDUCK, KAREN A	001282	NonEx 60m 37...	RUSSELL, PAM...

Context Menu (Right-click on Assigned Manager):

- 1 Selected
- Current Pay Period
- Go to widget
  - Audits
  - People Editor
  - Leave Case List
  - Quick Leave Editor
  - New Leave Case

*Note: A yellow arrow points to 'Quick Leave Editor' in the context menu.*

Select quick leave editor (see example above) and follow the steps to enter the leave on behalf of the employee. Again, a correct entry by the supervisor will show begin with “LV”.

**NOTE:** Should an employee have questions concerning their hours worked or pay, they should contact their supervisor for resolution. If the supervisor is unable to answer the questions, the supervisor should contact payroll operations for assistance at [payroll@murfreesborotn.gov](mailto:payroll@murfreesborotn.gov).

Pay Codes	Definition/Use
Called In	Used by a supervisor when authorized employee is called in to work outside of their scheduled hours. This is a work rule and will be entered in the transfer field of the timesheet or on the schedule.
Comp Excess	Comp Excess is the amount of compensatory time an employee has over the department limit, if set by the Department. If the employee requests to be paid overtime for the year, any comp time balance will be identified as comp excess.
Compensatory Time and Use Comp Time	Used when an employee requests compensatory time they have available. Employee may request comp time or the supervisor may enter "use comp time" pay code in lieu of the employee's entry. When an employee requests compensatory time and the supervisor approves, both "Use comp time" and "Comp time" will appear on the timecard. One code is for the request and the other code is for the approval. While both codes appear, only one code results in payment.
Do Not Pay Holiday	Used by a supervisor when an employee has been scheduled to work on a holiday but did not work the entire shift. Select this pay code and enter the total number of holiday hours that need to be removed.
Floating Holiday Earned	Time available for an employee to use when requesting time off. Employee may request floating holiday or the supervisor may also enter the floating holiday earned in lieu of the employee's entry. This code is only available to those employees that have earned a floating holiday(s).
Jury Duty	Used by a supervisor when an employee has been called to jury duty and has turned in the necessary documentation to HR. Supervisor should not use this pay code until authorization is given by HR. A supervisor adds pay code "jury duty" and the appropriate amount of hours for each day of jury duty.
Military Duty	Employees eligible for up to 20 days of military pay annually when they have orders to report for military duty/training.
Sick Leave	Accrued time available for an employee to use. Employee can request sick leave from the time clock or on the Kronos login under my calendar or the supervisor may enter sick leave in lieu of the employee's entry.
Standby Pay	Used by a supervisor when an employee is authorized to be on standby and may be called in to work. Supervisor will add pay code "standby" and a number "1" in the amount column for each day employee is on standby. This code may be added to the schedule or the timecard.
STARS- Winner Hours	Accrued time available for an employee to use. Employee may request a STARS day if hours available. Employee may request time or the supervisor can input "STARS winner hours" pay code in lieu of the employee. This code is only available to those employees that received a STARS day.

Unpaid Time	Code used by a supervisor to account for an employee's time away that is unpaid.
Vacation	Accrued time available for an employee to use. Employee may request vacation or the supervisor may enter vacation pay code in lieu of the employee's entry.
Worked Time to Floating Holiday	Used by a supervisor to inform Payroll that time worked on a Holiday should be credited to "Floating Holiday time" instead of being paid to the employee.
Workers' Comp	Nonpaying code used to identify first week employee is out on worker's comp. This code must be used with leave (sick, comp) in order to be paid.
Worked Time to Floating Holiday	Used by a supervisor to inform Payroll that time worked on a Holiday should be credited to "Floating Holiday time" instead of being paid to the employee.
<b>Pay codes to be used by Fire &amp; Rescue department only</b>	
Base Pay	Tour of duty employees only may see "base pay" with a blue bubble comment saying "carry over hours" if hours are available outside of the schedule that have not been paid in a tour of duty. Such hours carry over to be paid at the end of a tour of duty.
Duty Exchange-Didn't Work	Pay Code used to record a sworn fire employee that swapped their shift with another sworn fire employee and therefore did not work, but received pay.
Duty Exchange-Worked	Work Rule - Used to record a fire shift that an employee "swapped" with another employee. This employee will not be paid for the time worked. Supervisor will need to enter this work rule through a transfer on the time card in the schedule.
Duty Relief-Didn't Work	Pay code used to record an approved early relief of a sworn fire employee. Employee leaving early will not be "docked" pay for leaving early. Supervisor will need to enter this code and the amount of time the employee left early.
Duty Relief-Worked	Work Rule - Used to record approval of a sworn fire employee coming in early to relieve another fire employee. Relief employee will not receive additional pay for the early time in. Supervisor will need to enter this work rule through a transfer on the time card in the schedule.
Kelly Day	To be used by Fire only - When a sworn fire employee is scheduled off.
<b>Pay codes to be used by Parks and Recreation department only</b>	
Game	Used when an employee is working a "game" the supervisor will select "game" and enter the number of games the employee should be paid for. The supervisor must also transfer the employee's hours to the correct job/position (if not already done so by the employee) in order for the employee to be paid correctly.
Game Exceeded Limit	When an employee has worked a game (or more than one game) over the specified amount of time, the employee will earn additional pay for the hours that exceed the allotted hours. Supervisors will use this code to alert payroll to make the pay adjustment for the employee.
Game Limit Exceeded	This code is used in the event an employee works one game over 2 1/2 hours. The supervisor enters the game limit exceeded code and a number "1" as an amount. This

	code alerts Payroll to review the amount of hours and additional pay due to the employee.
Job Transfers	Employees that have multiple jobs must use the transfer option on the timeclock, computer, or mobile application to transfer to the appropriate job being performed. A supervisor may also transfer an employee on the timecard or schedule.
<b>Pay codes to be used by Murfreesboro Police department only</b>	
Base Pay	Fire and Police (tour of duty employees only) may see "base pay with a blue bubble comment saying "carry over hours" if hours are available outside of schedule that have not been paid in a tour of duty. These hours carry over to be paid at the end of a tour of duty.
K-9 Hours	Used daily for Canine Officers. This code is placed on the schedule daily with .50 hours.
Grant Police	Transfer Code and Work Rule - Used to record police grant hours. Hours associated with this code will be paid out (cannot be compensatory time)
School Traffic	Used to record school traffic patrol shifts - .50 = 1/2 day work of school traffic patrol. Supervisor must add pay code "school traffic" and .50 in the amount column for each shift worked (.50 for morning and .50 for afternoon) for school traffic patrol.
<b>Pay codes to be used by Department Heads only</b>	
Administrative Leave W-Pay	Department Heads may approve up to three (3) days of administrative leave with pay.
Approved - Unpaid Sick	Department Heads may approve up to six (6) days of unpaid sick leave annually.
Approved - Unpaid Vacation	Department Heads may approve up to ten (10) days of unpaid vacation leave for those full-time employees with less than one year of service.
Meal Breaks	Eligible Police employees will be paid for meal breaks the first pay period following the end of the tour of duty.
Suspension	Department Heads may approve an unpaid suspension up to three (3) days (fire- up to two shifts).