

**Kronos
Updates**

- **What Changes are happening in Kronos?**
 - The elimination of “rounding” time calculation.
 - The elimination of the automatic meal deduction function.
- **Who does this effect?**
 - **This impacts hourly caregivers. Caregivers covered under a** collective bargaining agreement receive pay in accordance with the terms of their contract. If you are covered by a CBA, check with your Core Leader regarding the applicability of these changes.
- **Why is this happening?**
 - This is a system wide roll-out to consolidate and align our payroll functions across our entire organization. These changes will aid in the success of best timekeeping practices
 - While rounding practices are common and legally permissible, as an organization, elimination of rounding is a best practice.
 - In addition, implementation will result in caregivers' pay more precisely reflecting time worked.

**No Rounding - FAQ**

Q. How will the no rounding impact timecard calculation?

- By removing the rounding, this will result in a precise calculation of time worked each shift. This means timecards will reflect the precise time a caregiver began their shift up until the caregiver ends their shift.

Q. What is the Time Conversion Chart and how will I use it?

- The Time Conversion Chart converts decimals to minutes. This chart will assist you in translating your time from decimal format to minutes. In Kronos your time is calculated in decimal format.
- You can find the Time Conversion Chart in the HR Service Portal under **KB0050160**. Type KB0050160 in the Search field.

Q. When entering any partial time will I enter my time in decimal format?

- Yes, when recording your time in Kronos you will utilize the chart as a guide to assist you in translating minutes to decimal format. For example, if you need to enter 3 hours and 5 minutes in Kronos, you will key in 3.08, converting the 5 minutes to decimal format .08.



No Automatic Meal Deduction - FAQ

Q. What is the auto-meal deduction?

- Kronos is currently configured to auto-deduct a 30 minute (or in some cases 60 minutes) meal deduction.

Q. How will the elimination of the auto-meal deduction impact the way my meal period is recorded on my timecard?

- Hourly caregivers will be required to clock OUT when they begin their meal period and IN when they return/end their meal period(s)
- Kronos will no longer auto-apply a 30 or 60 minute meal deduction.

Q. Will I still continue to answer the Meal Attestation Statement at the end of my shift?

- Yes, you will continue to respond to your Meal Attestation Statement as this step will not change.

Q. What do I do if I forget to clock out or in from my meal period?

- You will continue to have the Self-Edit ability for the current pay period and you will be able to add your missed meal period punches onto your timecard. Managing your timecard will continue to be your responsibility.

Q. Can my Leader/Timekeeper correct/edit the missing meal period punches onto my timecard?

- If the pay period is still open it is your responsibility to correct your timecard. Caregivers may edit their timecard at any point as long as the pay period is still open and you have not yet approved your timecard.

Q. What do I do if the pay period has closed and I find that I missed my meal period punch(es)?

- If you need any adjustments done to your timecard for a closed pay period you will need to fill out a Prior Period Time Correction Form. This form can be found in the HR Service Portal: **Just type KB0057742** in the Search field to retrieve the Kronos Prior Period Time Correction Sheet

The Go-Live date is Sunday, November 8, 2020