

Time Reporting Scenarios -Weekly and 12 Hour Shifters

With this new KRONOS time reporting system there is a learning curve that for some of us may be fairly steep. With the special rules associated with 12 Hour Shift work certain scenarios may not be straight forward. In this documentation I will present some of the common as well as uncommon situations you may encounter in the process of reporting time. Some may not make any sense until you read the explanation. After you read this document if either your situation is not documented or you don't understand something I wrote please call your supervisor or payroll.

One rule to keep in mind in all scenarios:

If you enter a "Pay Code" you must enter the number of hours in the "Amount Column". If you enter "In" and "Out" times then you cannot use a "Pay Code" but can use "Transfer" for special conditions.

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12 Hour Day Shift

Date	Pay Code	Amount	In	Transfer	Out
Sun 6/20					
Mon 6/21			8:00		18:00
Tue 6/22			8:00		18:00
Wed 6/23			8:00		18:00
Thu 6/24			8:00		18:00
Fri 6/25					
Sat 6/26					

This is the most common type of entry 12 hour shifters will make. You enter your in and out time for each day worked. If you then right click on the in time and select "Edit Punch" and under the drop down menu for **Cancel Deduction**, select "30 min Meal". What this does is cancel the 30 min meal deduction which is what 'PH' did on the paper timesheets.

Do this for each 12 hour day worked and you should see 12.0 instead of 11.5 (see picture).

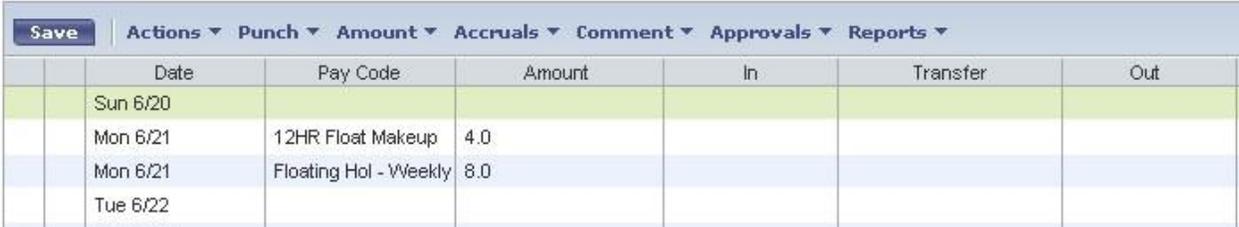
Shift	Daily	Cumulative
	12.0	12.0
12.0	12.0	24.0
11.5	11.5	35.5

You should also check to be sure the total is correct. For the 4 day – 12 hour week should be as shown here.

TOTALS & SCHEDULE			ACCRUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS
All					
Account	Pay Code	Amount			
... MECHANICAL DEPARTMENT/40-40.11.01/-/TCH/-/-	Overtime - 12HR	16.0			
... MECHANICAL DEPARTMENT/40-40.11.01/-/TCH/-/-	Regular - Weekly	32.0			

12 Hour Floating Holiday

If you take your floating holiday as a 12 Hour Shifter it is a 12 hour day like vacation and sick. The 12 Hour Floating Holiday requires special handling to be correct.



	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/20					
	Mon 6/21	12HR Float Makeup	4.0			
	Mon 6/21	Floating Hol - Weekly	8.0			
	Tue 6/22					

As you can see in the picture above it will require two lines. On one line use a Pay Code of “Floating Hol – Weekly” and then under amount put in 8 hours. On the other line for that day use the pay code “12HR Float Makeup” and put 4 hours in the Amount column. Not sure why but this is what payroll told us to do.

Alternate Holiday

There are times when Holidays that are based on a specific date will fall on a weekend and will be “Observed” on a Monday or a Friday. When it falls on a weekend the 12 Hour Shifter has the option to claim it as the holiday on his time report in lieu of the observed day. This is how to report it.

Save Actions Punch Amount Accruals Comment Approvals Reports						
	Date	Pay Code	Amount	In	Transfer	Out
X	Sun 6/27					
X	Mon 6/28			18:00		6:00
X	Tue 6/29					
X	Wed 6/30					
X	Thu 7/01					
X	Fri 7/02			6:00		18:00
X	Sat 7/03			6:00		18:00
X	Sun 7/04	Holiday - Weekly	12.0			
X	Sun 7/04			6:00	;Holiday In Lieu 12HR	18:00
X	Mon 7/05					

You need two lines for that day. On the first line put in a Pay Code of “Holiday – Weekly” and insert 12 hours into the Amount column. On the second line insert your hours as you normally would for a work day but in the “Transfer” column insert the “;Holiday In Lieu 12 HR” transfer code. It can be found here:

10-10.02.29,Public Exhibits - 15th floor and atrium for upcoming visi
 10-10.03.01,Cultural Events-Art Series-Gallery

Work Rule ←

Holiday In Lieu 12HR ←

Selected Transfer
 ;Holiday In Lieu 12HR

OK Cancel Refresh Help

You then have to negate the observed holiday on the next weeks time report.

Save Actions Punch Amount Accruals Comment			
	Date	Pay Code	Amount
X	Sun 7/04		
X	Mon 7/05	Holiday - Weekly	-12.0
X	Mon 7/05	Independence Day	12.0

Since KRONOS automatically populates the paid holidays (in this case Independence Day on Monday 7/5) you will need to add a second line for that day and insert a Pay Code of “Holiday – Weekly” and enter (negative) -12.0 hours in the amount column .

Reporting Extra Shift or Time

If you cover a shift outside of your schedule or come in on your off time for training or other work (not emergency call-in) this is how to report it.

Date	Pay Code	Amount	In	Transfer	Out
Sun 6/20					
Mon 6/21			18:00	;Worked Day Off 12HR	6:00
Tue 6/22					
Wed 6/23					
Thu 6/24					
Fri 6/25			18:00		6:00
Sat 6/26			18:00		6:00

In the above scenario the operator came in and covered a shift that was not part of his scheduled rotation. Simply report the hours as with any shift but under the “Transfer” column add the “;Worked Day Off 12HR”.

Date	Pay Code	Amount	In	Transfer	Out
Sun 6/27					
Mon 6/28					
Tue 6/29			12:00	;Worked Day Off 12HR	16:00
Tue 6/29			18:00		6:00
Wed 6/30			18:00		6:00
Thu 7/01			18:00		6:00
Fri 7/02					
Sat 7/03					
Sun 7/04					
Mon 7/05					

In the above situation the operator came in to get safety training and put in extra hours on the same day of a scheduled shift. You must add a line for that day and insert the In and Out time for the extra hours and use the same “Transfer” code as the above scenario - “;Worked Day Off 12HR”. This will ensure that those hours are credited as Overtime.

Reporting a Partial Vacation Day

Save Actions Punch Amount Accruals Comment Approvals Reports										
	Date	Pay Code	Amount	In	Transfer	Out	In Tr...	Shift	Daily	Cumulative
X	Sun 6/27									
X	Mon 6/28			8:00		18:00		12.0	12.0	12.0
X	Tue 6/29			8:00		18:00		12.0	12.0	24.0
X	Wed 6/30	Vacation - Weekly	5.0							
X	Wed 6/30			6:00		8:00		2.0		
X	Wed 6/30			13:00		18:00		5.0	12.0	36.0
X	Thu 7/01			8:00		18:00		12.0	12.0	48.0

In the above scenario the operator needed time off for personal business in the middle of his shift. In this case the day requires three rows. The first row shows the amount of vacation time used. The second row shows the In and Out times before the vacation, in this case 0600 to 0800. The third row shows the In and Out times after the vacation, in this case 1300 to 1800. The third line also requires the 30 minute meal to be canceled. So the first line totals 5 vacation hours, the second has 2 hours worked and the third line has 5 hours worked for a total of 12 hours for the day. The pot is right.

This will result in a loss of some overtime.

TOTALS & SCHEDULE			ACCRUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVA
All					
Account	Pay Code	Amount			
...CHANICAL DEPARTMENT/9999-9999.9999/-/TCH/-/-	Vacation - Weekly	5.0			
...ECHANICAL DEPARTMENT/40-40.11.01.01/-/TCH/-/-	Overtime - 12HR	12.0			
...ECHANICAL DEPARTMENT/40-40.11.01.01/-/TCH/-/-	Regular - Weekly	31.0			

FT Weekly Covering 12 Hour Shift

If a regular 8 hour weekly employee covers a 12 hour shift rotation it has to be coded properly to get paid properly.

Save Actions Punch Amount Accruals Comment Approvals Reports						
	Date	Pay Code	Amount	In	Transfer	C
X	Sun 7/11					
X	Mon 7/12					
X	Tue 7/13			18:00		6:00
X	Wed 7/14			18:00		6:00
X	Thu 7/15			18:00		6:00

Without the proper transfer code the hours will be reported as follows:

Account	Pay Code	Amount
...- MECHANICAL DEPARTMENT/40-40.06.01 /-TCH/-/-	Regular - Weekly	36.0
...- MECHANICAL DEPARTMENT/40-40.06.01 /-TCH/-/-	Midnt Shift	36.0

The operator will simply get shift premium

but no OT.

Add this transfer code:

Save Actions Punch Amount Accruals Comment Approvals Reports						
	Date	Pay Code	Amount	In	Transfer	Out
X	Sun 7/11					
X	Mon 7/12					
X	Tue 7/13			18:00	;12HR	6:00
X	Wed 7/14			18:00	;12HR	6:00
X	Thu 7/15			18:00	;12HR	6:00

The result will be as shown here:

Account	Pay Code	Amount
...- MECHANICAL DEPARTMENT/40-40.06.01 /-TCH/-/-	Regular - Weekly	24.0
...- MECHANICAL DEPARTMENT/40-40.06.01 /-TCH/-/-	Overtime - 12HR	12.0

Now the shift premium falls off but OT is applied under the 12 hour work rules.

8 Hour Covering One 12 Hour Night Shift

Here is what the time card should look like when a regular 8 hour FT Weekly employee covers a single 12 hour night shift and not a full rotation.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
X	↕	Sun 7/11	▾			▾	
X	↕	Mon 7/12	▾		18:00	▾	6:00
X	↕	Tue 7/13	Vacation - We...	8.0		▾	
X	↕	Wed 7/14	▾		6:00	▾	14:30
X	↕	Thu 7/15	▾		6:00	▾	14:30
X	↕	Fri 7/16	▾		6:00	▾	14:30
X	↕	Sat 7/17	▾			▾	
X	↕	Sun 7/18	▾			▾	

No transfer code is used but because the employee is getting off shift at 6 AM on Tuesday he has to take a vacation day for Tuesday and then he works W-Th-F with normal hours. All 12 hour shifts need to have the meal period cancelled. So the result is as follows:

Account	Pay Code	Amount
...PPD - MECHANICAL DEPARTMENT/9999-9999.9999/-/TCH/-/-	Vacation - Weekly	8.0
...32N/PPD - MECHANICAL DEPARTMENT/40-40.06.01/-/TCH/-/-	Regular - Weekly	32.0
...32N/PPD - MECHANICAL DEPARTMENT/40-40.06.01/-/TCH/-/-	Overtime	4.0
...32N/PPD - MECHANICAL DEPARTMENT/40-40.06.01/-/TCH/-/-	Midnt Shift	12.0

Since he is not classified as a 12 hour shifter for the week Midnight shift premium is applied to the 12 hours in addition to the 4 hours of OT. 12 hour rules are not applied.

8 Hour Covering One 12 Hour Day Shift

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
X	↕	Sun 7/11	▾			▾	
X	↕	Mon 7/12	▾		6:00	▾	14:30
X	↕	Tue 7/13	▾		6:00	▾	14:30
X	↕	Wed 7/14	▾		6:00	▾	18:00
X	↕	Thu 7/15	▾		6:00	▾	14:30
X	↕	Fri 7/16	▾		6:00	▾	14:30
X	↕	Sat 7/17	▾			▾	
X	↕	Sun 7/18	▾			▾	

An 8 hour weekly guy covers a 12 hour day shift. Remove the meal allowance and no other codes are necessary.

Account	Pay Code	Amount
J/PPD - MECHANICAL DEPARTMENT/40-40.06.01 /-/TCH/-/-	Regular - Weekly	40.0
J/PPD - MECHANICAL DEPARTMENT/40-40.06.01 /-/TCH/-/-	Overtime	4.0

It results in simple OT of 4 hours.

Emergency Call-in 12 Hour Shift

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
X	↕	Sun 7/11	▾			▾	
X	↕	Mon 7/12	▾			▾	
X	↕	Tue 7/13	▾		13:00	;EMR Call In 12 HR ▾	14:30
X	↕	Wed 7/14	▾			▾	
X	↕	Thu 7/15	▾			▾	
X	↕	Fri 7/16	▾		18:00	▾	6:00
X	↕	Sat 7/17	▾		18:00	▾	6:00
X	↕	Sun 7/18	▾		18:00	▾	6:00

All you need to do is add the transfer code “;EMR Call In 12 HR” for the hours worked on that call in. If the Call in happens on a scheduled shift day a second row needs to be added for that day and enter the In and Out times and the code as shown.