

FM Time Clock Reference Sheet

Teamster Pay Codes*

If you want to use:	Request Type	Select Pay Code
Most common reasons for an absence	Tms Vacation Sick Comp	Vacation
		Comp Used
		EmerCloseETOUsed
		Emergency Pandemic
		Emergency Reduced Operations
		FMLA Comp Used
		FMLA TmsSick
		FMLA Vacation
		Furlough
		TmsSick
	Personal Holiday	Personal Holiday
All other reasons	See your supervisor	

Trades

If you want to use:	Request Type	Select Pay Code
For all reasons	Trade Absences	Unpaid Trade
		Furlough

* The pay codes on this document represent those that are available for selection at the FM Kronos time clocks. Additional pay codes exist in the Kronos desktop application. Employees should partner with their supervisor if the reason for an absence is different than what is listed above.

FM Time Clock Reference Sheet

Augmentation

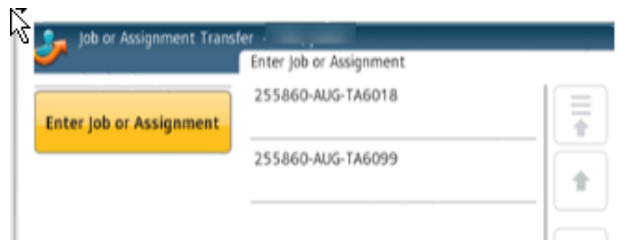
Follow these steps if the work you are performing qualifies for augmentation.

Note: If you start the shift qualifying for augmentation then do this to Swipe In for the day, do not Swipe In the normal route.

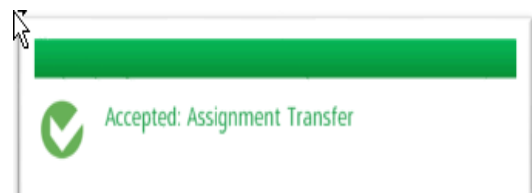
1. Tap Assignment Transfer.



2. Select Assignment from list.



3. An Accepted screen will appear.



When the augmentation is over, swipe out.

- If you are returning to your normal work then Click Swipe In and swipe in to clock into your normal work. If there is any gap in time between swiping out from the augmentation and back into your normal work ensure your supervisor is notified so your timecard can be adjusted accordingly.
- If it is the end of the shift no other action is required.