STARTING NOVEMBER 26TH: KRONOS CHANGE FOR FM & DINING SERVICES TEAMSTER EMPLOYEES

How you record sick leave time for shift eligible hours has changed (before 6:00 a.m. or after 7:00 p.m.). How you are paid does not change, just what pay code you select.

Recording Sick Leave for Shift Eligible Hours at the Kronos Clock

1. At the time clock, during shift work, select the **New Request** button and then select **TMS Vacation Sick Comp**

![New Request](image)

2. After selecting the leave duration and date, select the correct sick leave pay code depending on what sick leave type you are taking.

![New Request](image)

Available Shift-Eligible sick leave will deduct automatically from the Shift Sick Balance first, then sick leave will deduct from the remaining balance of sick time.

**Questions? Talk to your Supervisor**