



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**

The screenshot shows the 'New Request' interface. On the right side, there is a 'Select Request' dropdown menu with the following options: 0 Other Paid Leaves, 1 Tms Vacation Sick Comp (highlighted with a red box), and 2 Unpaid Leaves. To the right of the dropdown are navigation buttons: a list icon, an up arrow, a down arrow, and another list icon. A mouse cursor is visible at the bottom center of the screen.

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

The screenshot shows the 'New Request' interface with the 'Pay Code' dropdown menu open. On the left side, there are buttons for 'Start Date' (11/15/2018), 'End Date' (11/16/2018), 'Pay Code' (highlighted in yellow), and 'Review'. The 'Pay Code' dropdown menu has the following options: 5 FMLA TmsSick, 6 FMLA Vacation, 7 TmsSick (highlighted), and 8 WC Comp Used. To the right of the dropdown are navigation buttons: a list icon, an up arrow, a down arrow, and another list icon.

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