



Office of Facilities Management

Morris Campus

UMM Process: **Timekeeping**

Unit(s) Affected: **Facilities Management**

Revised September 2020

The purpose of this departmental policy is to define the process for completing electronic time sheets.

Facilities Management utilizes the KRONOS system for this purpose. The KRONOS timekeeping system is the official basis for recording hours worked for all employees in this department. The system is used to record all hours worked and leaves taken (including personal leave, vacation, sick leave, holidays, etc.).

If employees find it necessary to schedule medical/dental appointments within work hours, the employee will submit a request in the KRONOS system using the appropriate code.

As stated in the Minnesota Teamsters Public and Law Enforcement and Employees Union Local 320

Article 18.9

Supervisors shall approve the use of accumulated sick leave by an employee who is unable to work for required medical or dental care; or due to the illness of a spouse, same sex registered domestic partner, or minor dependent children of the employee, for such reasonable periods as his/her attendance may be necessary.

Supervisors may at their sole discretion approve use of sick leave to arrange medical care for a member of the immediate family. Immediate family shall include spouse, registered same sex domestic partners, parents of spouse, and the parents, guardian, children, brothers, sisters or wards of the employee.

Article 20.1

The employer will approve up to 24 hours of compensated funeral leave with pay in cases of death in the immediate family. This time will be deducted from sick leave or vacation leave. Immediate family shall include spouse, co-habitors, co-habitor's parents, registered same sex domestic partners, children, stepchildren, parents, parents of spouse, and the stepparent, grandparents, guardian, grandchildren, brothers, sisters, or wards of the employee. In addition, with the approval of the supervisor, employees may use sick leave to serve as pallbearers or to attend funerals of individuals not identified above.

Guidelines

- Employee must enter time worked and leave time on the KRONOS system on a daily basis. Requests for absence must be made in advance of the event, where possible, and the supervisor must approve the absence prior to the absence being taken.
- Employee must be ready to work at the beginning of their scheduled shift. If they are not able to, they must contact management as soon as possible.
- All FM employees will use Kronos to document hours worked and benefit hours requested (e.g. sick leave, vacation, comp time, FMLA, etc.).
- Employees in certain job classifications will be required to clock in/out daily using either the Kronos mobile application (if available) or via the Kronos website.
- At no time are you allowed to clock in/out for other employees or have them clock in/out for you.
- Employees are required to clock in/out via their assigned method/location unless approved by their supervisor for an alternative method/location.
- For payroll purposes, employees with schedules in Kronos:
 - In order to maintain consistent time reporting, rules have been established to round certain punches for shift, daily and cumulative total hours. When an employee clocks in, the actual time swiped is recorded in Kronos but the time, for payroll purposes, is rounded to the scheduled start time or end time as long as the swipe is done within the following time windows:

- Clock in: Swipe in 6 minutes prior and up to 3 minutes after the scheduled shift start time.
 - Clock out: Swipe out at end of shift to 6 minutes after the scheduled shift end time.
- All other punches are not rounded for shift, daily and cumulative totals at the time the swipe is performed.
- Are not required to swipe out/in for scheduled lunch breaks.