Payroll and Employee Benefits
Kronos v5.2 – Web Time Stamp
Nonexempt Staff Employee FAQs

List of Frequently Asked Questions

1. Which employees will be required to time stamp effective July 3, 2016?

   - Staff employees who are currently paid on an hourly basis (nonexempt) will begin using the time stamp feature.

2. Why is the University changing its time recording procedures for the Nonexempt Staff (eclass = N1) employees from manually entering hours worked to a time stamp?

   - With new FLSA regulations coming in December 2016, the Department of Labor has found a renewed focus on wage and hour law compliance, including overtime pay, minimum wage, child labor laws, recordkeeping and other wage related issues. The University is proactively taking this opportunity to ensure compliance, accuracy, and best practices.

3. Will there be training provided to the Nonexempt Staff on how to time stamp?

   - Yes, there are currently sessions available through Learning and Development - June 14, 2016; June 16, 2016; June 21, 2016.

   - Time stamp instructions are also available on the PEB website, click here [Kronos - Payroll and Employee Benefits - Ball State University](#)

   - Nonexempt staff is very familiar with Kronos. They already know how to log in, enter pay codes such as vacation and sick and some even approve their own timecard. Learning to "time stamp"

daily, by simply clicking a button will be relatively simple process for them to learn.

4. What are the major differences between how I record my hours today and how I will be expected to record them starting on July 3, 2016:

- Instead of manually entering "8" hours per day worked, <u>you will time stamp or swipe your badge (your choice) daily and the system will calculate the number of hours worked.</u>

  o A time stamp in Kronos is simply a click of a button that records your time stamp in real time. For example, if you click the time stamp button at 7:58 AM, it will record 7:58 AM as your time stamp.

  o Please note that our Kronos system is set up with 15 minute rounding. See question #5 below for details.

5. What is the Kronos Rounding Rule and does it impact me?

- Yes, every time stamp in Kronos is rounded.

- Kronos rounds to the nearest 15-minute mark.

  o Example of an employee with a start time of 7:30 AM:
    - Employees clocking in between 7:23 AM and 7:37 AM will be rounded to 7:30 AM.

    - Employees clocking in at 7:22 AM will be rounded to 7:15 AM.

    - Employees clocking in at 7:38 AM will be rounded to 7:45 AM.

  o Example of an employee with an end time of 4:00 PM:
    - Employees clocking out between 3:53 PM and 4:07 PM will be rounded to 4:00 PM.

    - Employees clocking out at 3:52 PM will be rounded to 3:45 PM.

- Employees clocking out at 4:08 PM will be rounded to 4:15 PM.

- Kronos Punch Rounding Rules Visual Aid:

In order to maintain consistent time reporting, Kronos rounds clock punch times to the nearest 15-minute mark. The actual in or out punch time appears in the timecard and is what determines whether an employee has arrived at work or is returning from break on time. It is the Shift, Daily and Cumulative totals that are rounded.
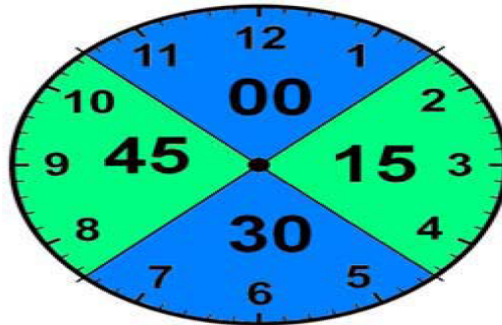
In order to round to 15 minutes, the actual time punches are rounded on the quarter hour. Anything within and including 7 minutes is rounded down to the nearest quarter hour. Anything 8 minutes or more from the quarter hour will round up to the next quarter hour. For example, punches from 7:53 to 8:07 will round to 8:00, punches from 8:08 to 8:22 are rounded to 8:15, punches from 8:23 to 8:37 are rounded to 8:30, and punches from 8:38 to 8:52 are rounded to 8:45. Please refer to the clock to the left for a visual on how each block of time is rounded.

Please remember, punch times should not be altered in any way to manipulate the rounding rules within Kronos or for any other reason. The time the punch occurred is the exact time the employee either started or stopped working and is a legal record of the employee's time and pay.

6. Will I be required to time stamp for lunch?

- Yes, all Nonexempt Staff employee will time stamp "in" at the beginning of their shift, "out" for lunch, "in" from lunch, and "out" at the end of their shift. You will time stamp at lunch because this is "unpaid" time.

7. Will I be required to time stamp for a break?

- No, there is no need for you to time stamp for a break, as this is considered "paid" time.

8. Will I be able to enter pay codes on my timecard?

- Yes, you will have the access in Kronos to add pay codes such as vacation sick on your timecard.

9. Will I be able to add or edit an "in" or "out" punch on my timecard?

- No, you will not have the access in Kronos to add or edit a punch on your timecard. You will, however, be able to add a punch via time stamp.

10. What if I have a missing punch on my timecard or accidentally time stamp twice?

- You will need to complete a Kronos Adjustment Form and give it to your manager for approval and correction.

- Kronos Adjustment Form - http://cms.bsu.edu/-/media/www/departmentalcontent/payroll/pdfs/kronos%20adjustment%20form.pdf?la=en

11. What if the start of my shift is at 8:00AM and I time stamp at 8:05 AM, will I be considered late?

- For Nonexempt Staff, it is the department's discretion whether you would be considered late. What are your department policies now?

12. What if I work in the Library and have a meeting in the Student Center at 8:00 AM, the start of my day, how will I clock in?

- If you take a laptop to the meeting, you will be able to log in Kronos.

- Otherwise, you can swipe your badge at the time clock located in the basement of the Student Center. See question #19 below for a list of all time clock locations.

- If you forget to time stamp, then you will need to complete a Kronos Adjustment Sheet. See question #10 above for a link to the form.

13. In the past, I have been allowed to flex my work schedule; will I still be allowed to do that with time stamp? For example, I went to an appointment during my lunch period and was gone for 1hour 35 minutes (30 minutes over my allotted lunch break). My supervisor

allowed me to "make up" the 30 minutes by staying a half hour longer at the end of my shift.

- Flexible scheduling is based on department discretion; it is recommended that you talk with your supervisor and getting their approval prior to the appointment.

14.   What if I currently have a second position where I am required to fill out a paper time sheet (i.e. – Event Staff), will I now time stamp for that position?

- No, for the time being, you will continue to fill out a paper time sheet for your second position.

- With the upgraded Kronos v8.0, we are investigating ways of eliminating the paper time sheets and allowing you to record all your time in Kronos.

15.   I have heard I can use a time clock to record my time stamp, is that true?

- Yes, as a Nonexempt Staff employee, you will have the option of using a computer to time stamp or swiping your BSU ID badge* at a time clock.

- *Important information about your BSU ID badge and clocking:
  o There are several version of a BSU ID badge across campus, some are old, some are new, etc.

    ▪ With the existing time clocks, until we go live with Kronos v8.0 in August, you will need a bar code on your badge to use at time clock.

    ▪ With the new time clocks, which go live in with Kronos v8.0 in August, you will need a magnetic strip on your badge to use at a time clock. The good news is that all badges, old and new alike, have a magnetic strip. All badges should work on the new clocks unless your magnetic strip is damaged with a hole punched through it or scratches on it.

16.   I'm not sure if my BSU ID badge has a bar code or if it will work on the existing time clocks, what do I do?

- If you plan to attend one of the training sessions offered for time stamp (June 14 – June 21), bring your badge with you and let us check it out.

  o If you need a bar code, we will be able to get you one during that session.

  o If you need a new badge, we will direct you to Registration Services.   There will not be a replacement fee if you just let them know your magnetic strip is damaged and you'll need a new BSU ID badge for the new time clocks.

17.   I don't intend on using a time clock but rather prefer the idea of using a computer to time stamp, do I need to do anything with my BSU ID badge?

- Nope, your BSU ID badge (old or new) will automatically work with the new time clocks.

18.   What is the process for clocking in and out while attending a conference or other event when I am not on campus?
- If you have a laptop with you, you can always connect to Kronos via VPN and time stamp.

- Otherwise, you would need to complete a Kronos Adjustment Sheet and give it to your supervisor to approve and enter time stamps for you.

19.   Where are the time clocks located in each building?

Bldg	Group/Terminal	Location
AD	AD Building	basement, breakroom area
RB	Bell	across from 161
SO	Garage	Inside the first garage door
SC	SC Catering	kitchen area
BH	Heat Plant	outside secured area
NA	Arena	tunnel by equipment room 124
AB	Architecture	outside custodial area, by Copy Center

AJ	AJ	main dock just inside doorway
AJ	AJDining	food service dock across from offices
AL	Alumni	loading dock, kitchen area
AR	Fine Arts	custodial storage area - 114
AT	PA	loading dock
AU	Emens Music	downstairs in loading dock, 023B
BB	Burkhardt	basement north end
BC	Ball Comm	West wall in loading dock
BG	Ball Gym	inside front door
BL	Bracken Down	downstairs, in hall near elevator
BL	Bracken Main	Outside Bookmark Cafe
BU	Burris	custodial area
CA	Carmichael	outside kitchen offices
CP	Cooper Science	downstairs by CP15
DH	Dehority	loading dock
EL	Elliott	dining area in kitchen area
IG	Irving Gym	across from 102, storage area
JH	Johnson A	Botsford/Swinford basement (being renovated)
JH	Johnson B	Wilson/Schmidt basement
LA	LaFollette	loading dock
LA	LaFollette Down	bottom of stairs next to the loading dock
LU	Lucina	1st floor, by break room
NG	Grounds	Grounds Building
NO	Noyer	loading dock
NQ	North Quad	loading dock 1st floor
SB	Scheidler	north wall in "employees only" area
SC	SC Main	Basement of Student Center
SE	Studebaker East	basement, thru loading dock, to basement
SG	Grounds South	Inside the first garage door
SO	Shops	north of 112 on west wall
SS	South Service	small building facing the hospital behind WQ
SV	Stores	loading area north of Purchasing
SW	Studebaker West	basement inside loading dock
TC	Teacher College	loading dock, by elevators
TS	Police	In basement (Training room)
WA	Wagoner	north loading dock area
WB	Business	custodial area
WO	Woodworth	loading dock left of G96
WQ	West Quad	basement toward mailroom
ST	Sports Training Fac.	East end of bldg, inside door, by stadium
MI	Music Inst. Bldg	East end of bldg, inside door by loading dock
PH	Park Hall	Basement, southeast end of building
FS	Football Stadium	North end of stadium in custodial garage
HC	Health Center	North end of basement by vending

KI	Kinghorn	
NE	North Energy	
SE	South Energy Ctr	

20.   Kronos has a mobile application for smart phones, can I use it?

- No, the mobile application is not available to Ball State University employees at this time, but may be in the future.

21.   I cannot see the "time stamp" screen when I log in, what should I do?

- The "time stamp" screen is not currently available to Nonexempt Staff.

- On July 3, 2016, Financial Information Systems along with PEB will "flip a switch" and give you access to time stamp. You will not have access to view or time stamp until this happens.

22.   As a Nonexempt Staff employee when do I earn overtime?

- Non-exempt staff employees earn overtime (time and a half) when they work more than forty (40) hours in a work week. The work week at Ball State University starts on Sunday and ends on Saturday.

- If a staff employee works more than eight (8) hours in a day, s/he does not earn overtime. It is only when the employee works more than forty (40) in a work week that s/he earns overtime. For example, a staff employee works ten (10) hours on Monday, Tuesday, Wednesday and Thursday, but does not work on Friday, s/he will not earn overtime. If this same employee reports to work on Friday and works for four (4) hours, s/he will earn four (4) hours of overtime.

- Please note that Kronos is setup to default all overtime earned to "comp time." See question #23 for the definition of comp time.

23.   What is comp time?

- Public employers may elect to pay their employees compensatory time (aka "comp" time) in lieu of overtime. Comp

time is paid time off and is earned at time and a half. For example, if a staff employee works forty one (41) hours in a work week, s/he may be paid overtime for one hour, or be granted one and a half (1.5) hours of comp time. An employee may bank up to 240 hours and at Ball State, we pay out unused comp time in July.

- Comp time can be used in 15 minute increments, whereas your vacation and sick must be used in 1 hour increments.